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# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 36]

भोपाल, शुक्रवार, दिनांक 8 सितम्बर 2023—भाद्र 17, शक 1945

## भाग ४

विषय—सूची

(क)	(1) मध्यप्रदेश विधेयक,	(2) प्रवर समिति के प्रतिवेदन	(3) संसद् में पुरःस्थापित विधेयक.
(ख)	(1) अध्यादेश	(2) मध्यप्रदेश अधिनियम,	(3) संसद् के अधिनियम.
(ग)	(1) प्रारूप नियम,	(2) अन्तिम नियम.	

## भाग ४ (क)—कुछ नहीं

## भाग ४ (ख)

## अध्यादेश

## उच्च शिक्षा विभाग

मंत्रालय, बल्लभ भवन, भोपाल

भोपाल, दिनांक 1 सितम्बर 2023

क्र. आर-112-सीसी-23-अड़तीस.— मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28(1) के अनुक्रम में, चिरायु निजी विश्वविद्यालय, भोपाल के प्रथम अध्यादेश क्रमांक 1 से 36 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्रमांक 1 से 36

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

Ordinance No.	Details
1	Ordinance pertaining to Faculty Level and Name of Programs
2	Admission/ enrolment and eligibility of students for undergraduate courses
3	Admission/enrolment and grant of eligibility to the students for postgraduate courses
4	Regarding academic calendar of the university
5	Regarding Conduct Of Examinations
6	Procedure To Issue Migration Certificate
7	Conditions for grant of award of fellowships, scholarships, stipend medals and prizes
8	Condition of residence of the students of The private university
9	Provisions regarding disciplinary actions against students
10	Manner of co-operation and collaboration with other universities and institutions of higher education.
11	Doctor of Philosophy (Ph.D.)
12	Bachelor of Business Administration (BBA)
13	Bachelor Of Medicine And Bachelor Of Surgery (M.B.B.S.)
14	Doctor Of Medicine (M.D.) And Master Of Surgery (M.S.)
15	Master Of Science (M.Sc.) In Medical Anatomy, Medical Physiology, Medical Pharmacology
16	Master Of Science (M.Sc.) In Medical Biochemistry
17	Master Of Science (M.Sc.) In Medical Microbiology
18	Bachelor Of Science In Nursing (Basic) B.Sc. (Nursing
19	Master Of Science In Nursing (M. Sc. Nursing)
20	Post Basic B.Sc. Nursing
21	Post Basic Diploma In Neonatal Nursing

22	Post Basic Diploma In Cardio Thoracic Nursing
23	Post Basic Diploma In Critical Care Nursing
24	Post Basic Diploma In Oncology Nursing
25	Bachelor in Human Nutrition (BHN)
26	Bachelor Of Science In Medical Laboratory Technology (BMLT)
27	Bachelor Of X-Ray Radiography Technology (BXRT)
28	Bachelor of Occupational Therapy (BOT)
29	Bachelor Of Physiotherapy (BPT)
30	Bachelor in Audiology and Speech Language Pathology (BASLP)
31	Diploma In Medical Laboratory Technology (DMLT)
32	DIPLOMA COURSE - (2 Years) (Diploma in Anaesthesia Technician, Diploma in Cath Lab Technician, Diploma in Dialysis Technician, Diploma in Perfusionist Cardiac Surgery Technician, Diploma in Optometry & Refraction)
33	Diploma In X-Ray Technician (DXRT)
34	Master's Degree In Medical Lab Technology (MMLT) In (Medical Hematology/ Medical Histopathology/ Medical Microbiology/ Medical Biochemistry)
35	Master of Hospital Administration (MHA)
36	Master of Business Administration (MBA)

**CHIRAYU UNIVERSITY, BHOPAL**

Established under M.P. Act No. 17 of 2007

**ORDINANCE NO. 1****ORDINANCE PERTAINING TO FACULTY LEVEL AND NAME OF PROGRAMS**

**Chirayu University, Bhopal** offers following faculty mentioned in column (2), Level of Program as mentioned in column (3) and Name of Program as mentioned in column (4).

S. No.	Faculty	List of Program	Name of Program
1.	Faculty of Medicine	Undergraduate	M.B.B.S.
2.		Post Graduate	MD Anatomy
3.			MD Physiology
4.			MD Biochemistry
5.			MD Pharmacology
6.			MD Pathology
7.			MD Microbiology
8.			MD Community Medicine
9.			MS Otorhinolaryngology
10.			MS Ophthalmology
11.			MD Anaesthesiology
12.			MD Dermatology, Venerology & Leprosy
13.			MD General Medicine
14.			MS General Surgery
15.			MS Obstetrics & Gynaecology
16.			MS Orthopaedics
17.			MD Paediatrics
18.			MD Psychiatry



19.			MD Radio-Diagnosis
20.			MD Radio-Oncology
21.			MD Emergency Medicine
22.			MD RESPIRATORY MEDICINE
23.			MSc in MEDICAL ANATOMY, &
24.			MSc in MEDICAL PHYSIOLOGY
25.			MSc in MEDICAL PHARMACOLOGY
26.			MSc in MEDICAL BIOCHEMISTRY
27.			MSc in MEDICAL MICROBIOLOGY
28.		DOCTORAL	PhD DOCTOR OF PHILOSOPHY
29.	Faculty of Nursing Sciences	Diploma	Post Basic Diploma in Neonatal Nursing
30.			Post Basic Diploma in cardio Thoracic Nursing
31.			Post Basic Diploma in Critical Care Nursing
32.			Post Basic Diploma in Oncology Nursing
33.		Undergraduate	B.Sc.-Nursing
34.			Post B.Sc. – Nursing
35.		Post Graduate	M.Sc. in Nursing
36.		DOCTORAL	PhD DOCTOR OF PHILOSOPHY
37.	Faculty of Paramedical & Allied Health Sciences	Undergraduate	Bachelor in Medical Laboratory Technician (BMLT)
38.			B. Sc. X-Ray Degree
39.			Bachelor in Physiotherapy (BPT)
40.			Bachelor in Human Nutrition (BHN)
41.			Bachelor of Occupational Therapy (BOT)
42.			Bachelor in Audiology and Speech Language Pathology (BASLP)
43.		Diploma	Diploma in Cath Lab Technician
44.			Diploma in Dialysis Technician

45.			DMLT
46.			Diploma in X-Ray Radiographer Technician
47.			Diploma in Anaesthesia Technician
48.			Diploma in Perfusionist Cardiac Surgery Technician
49.			Diploma in Optometry & Refraction
50.		Post Graduate	MMLT (Biochemistry)
51.			MMLT (Histopathology)
52.			MMLT (Microbiology)
53.			MMLT (Hematology)
54.			MPT Master of Physiotherapy in Sports
55.			MPT Master of Physiotherapy in Orthopaedics
56.			MPT Master of Physiotherapy in Neurology
57.			MPT Master of Physiotherapy in Cardiothoracic
58.			MPT Master of Physiotherapy in Obstetrics & Gynaecology
59.	Faculty of Management Studies	Under Graduate	Bachelor of Business Administration (BBA)
60.		Post Graduate	Masters of Business management (MBA) Master of Hospital Administration (MHA)

The Faculty / Program / Course listed above are not comprehensive and the University reserves the right to add, delete and alter the program / Course as required, as per the decision of the Academic Council and after approval of the Governing Body of the University, subject to approval of the regulatory commission.

ORDINANCE NO. 2  
ADMISSION/ ENROLMENT AND ELIGIBILITY OF STUDENTS  
FOR UNDERGRADUATE COURSES

1. The student passing (10+2) Higher Secondary School Certificate Examination and English subject conducted by the Board of Higher Secondary of Madhya Pradesh State or Equivalent Examination from outside Madhya Pradesh State, recognized by the appropriate Authority of Central Government or the Council or Board of School Examination in India shall be eligible for admission to the first year of Undergraduate courses as per eligibility rules framed from time to time by the University and by the respective Central Councils.
2. The candidates who have passed the Examination as given in aforesaid Ordinance shall be required to appear at Common Entrance Test (CET) Examination if any, conducted by the Government of Madhya Pradesh or Authorised Competent Authority, to be eligible to seek admission. The Non-CET candidate shall also be eligible for admission as per norms of respective Apex Council.
3. The student who has been admitted to the Undergraduate course by the College / Institution shall apply in the prescribed form to the University through the and registration on or before the Dean / Principal of Constituent College of University for eligibility prescribed date, relevant original documents and a set of attested photo copies of the documents to be submitted to the University. The student shall pay the Registration / Enrolment and various other fees as prescribed from time to time by the University. Enrolment and Eligibility fee once paid shall not be transferable or refundable.
4. It shall be the responsibility of the Dean/ Principal of Constituent College of University to report, the status of the enrolment before the end of the first term to the University
5. It shall be the responsibility of the Dean / Principal of Constituent College of University, to ensure that, no student is admitted after the cut-off-date declared by the concerned Competent Authority / Apex Council. The enrolment and eligibility shall not be granted by the University to such students, if any, admitted after the cut-off-date.
6. It shall be the responsibility of the Dean / Principal of Constituent College of University, to submit the certified list of admitted students on the cut-off-date to the Registrar of the University by Fax or by E-mail or through a Special Messenger of the College / Institution
7. It shall be the responsibility of the Dean / Principal of Constituent College of University to obtain the enrolment, prior to the submission of examination form. The student shall not be allowed to appear for the examination unless the enrolment is issued to him/ her by the University.
8. The enrolment of the students shall be cancelled, if it is found that, the student is undergoing two degree is courses or he/she is admitted in two different colleges simultaneously.

## ORDINANCE NO: 3

ADMISSION/ENROLMENT AND GRANT OF ELIGIBILITY TO THE  
STUDENTS FOR POSTGRADUATE COURSES

1. The student who has passed Bachelor's Degree Examination of the University Universities within / outside the country recognized by the appropriate Authority or from other Statutory of Central Government and eligible for admission to the Postgraduate course in the concerned faculty/subject respective Central Council shall be on the following conditions:

- (i) The student who has been admitted to the Postgraduate course by the Constituent College of the University shall apply in the prescribed format to the University through the Dean / Principal of Constituent College of University for eligibility and registration before the prescribed date.
- (ii) The student shall pay the Registration / Enrolment/ Eligibility and various other fees, as prescribed by the University from time to time. Enrolment and Eligibility fee once paid shall not be transferable or refundable.

2. It shall be responsibility of the student to submit the relevant documents before the prescribed date to the University through the Constituent College. It shall also be the responsibility of the Dean / Principal of Constituent College to forward applications to the University with all the necessary documents and obtain the enrolment for the students prior to submission of examination forms within one year.

3. The registration and enrolment proposal sent by the Dean / Principal Constituent College shall be rejected if the admission procedure laid down by the Competent Authority, rules of the registration and eligibility prescribed by the University are not followed in toto.

4. It shall be responsibility of the Dean / Principal Constituent College and obligatory for the student to obtain the certificate of registration and enrolment prior to the submission of examination form. He/ She shall not be allowed to appear for the examination unless the enrolment issued to him/her by the University.

5. The students courses shall have to applying for registration and enrolment to Postgraduate Degree/ Diploma submit the certificate / documents in original with attested photo copies thereof as given in application format along with the application through concerned College / Institution.

6. It shall be the responsibility of the Dean /Principal Constituent College to ensure that no student is admitted to any postgraduate course after the cut-off-date declared by the Competent Authority/Central Council.

7. It shall be the responsibility of the Dean / Principal of Constituent College, to submit the certified list of admitted students on the cut-off-date or on next working day to the Registrar of the University by E-mail or through a Special Messenger of the Constituent College.

8. The proposals for registration and enrolment of admitted students along with the original and attested photo copies of the required documents shall be submitted on or before the day as prescribed from time to time by the University.

ORDINANCE NO. 4  
REGARDING ACADEMIC CALENDAR OF THE UNIVERSITY

- (1) The Academic calendar shall be prepared for next academic year before the expiry of the current academic year, encompassing all the essential events and activities related to University.
- (2) The Academic calendar shall clearly specify the dates on which 1st term (session) begins and ends and includes beginning dates of the next term (session).
- (3) The summer vacation shall be for 30 days for students. The dates of beginning and end of summer vacation shall be clearly specified in the academic calendar.
- (4) The winter vacation shall be for 10 days for students. The dates of beginning and end of winter vacation shall be clearly specified.
- (5) Gazetted holidays should be included in the event calendar.
- (6) Considering the winter and summer vacation and all holidays, the academic year shall have minimum 240 teaching days in the academic year or according to the respective Apex Councils/ Regulatory Bodies.
- (7) The Deans / Principals should inform the University about the number of actual teaching days during the academic year in their college and they should ensure that actual teaching days are optimally used for academic purposes.
- (8) The Vice Chancellor/ university authority, can pass regulation and notification from time to time making changes in in favour of maintaining the academic calendar and the academic interest of the students.

ORDINANCE NO. 5  
REGARDING CONDUCT OF EXAMINATIONS

1. DEFINITIONS.-In this Ordinance relating to the conduct of examinations, unless there is anything repugnant in the subject or context,

1.1 "Academic Year" means a year commencing on such date in June and ending with such date in May of the year following or as may be decided by the Academic Council.

"Academic Year" is the period of nearly 12 months and is notified in the academic calendar, devoted to completion of requirements specified in the Scheme of Teaching and the related examinations. Each academic year may be divided into two independent semesters of six months each for courses where semester based system is in vogue.

1.2 "Admission to an Examination" means the issuance of an admission card to candidate in token of his having completed all the conditions laid down in the relevant Ordinance(s), by a Competent Authority of the University.

Provided that, a candidate who does not fulfil all such conditions may, at the discretion of the Competent Authority of the University, be admitted provisionally, however, in case all conditions are not fulfilled by him subsequently, his admission shall be liable to be cancelled.

1.3 "Applicant" means a person who has submitted an application to the University in the prescribed form for admission to an examination.

1.4 "Candidate" means a person, who has been admitted to an examination by the University.

1.5 "Collegiate Candidate" means an applicant who has applied for an admission to University Examination through an Constituent College, in which he/she has been prosecuting a regular course of studies.

1.6 "Examinee" means a person who actually presents himself/herself for an examination or a part thereof to which he/she has been admitted.

1.7 "Examination fee" means the fee inclusive of the fee payable for the statements of marks as may be prescribed by the competent authority from time to time.

1.8 "Repeater Student" is a student, who, having once been admitted to an examination of this University is again required to take the same examination by reason of his failure or absence thereat and shall include a student who may have joined a College | Department / Recognised Institution again in the same class.

1.9

1.9.1 "Under-Graduate Examination" means an examination leading to the Graduate Degree of the University.

1.9.2 "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the University.

1.9.3 "Post Graduate Degree Examination" means an examination leading to Post Graduate Degree of the University.

1.9.4 "Super Speciality Examination" means an examination leading to the Super Speciality Degree of the University after the Post-Graduation.

1.10 "Verification" means recounting and re-totalling of marks of all answer(s) evaluated earlier, including assessment and allotment of marks to any un-assessed answer(s) in the concerned answer book.

1.11 "Attempt" means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.

1.12 "Unfair means committee" means the committee to investigate into the cases of unfair means.

1.13 "Student" means and includes a person who is enrolled as such by the University, for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University.

1.14 Moderation of Question Papers: Moderation of Question Papers is a process where a moderator Moderates the Question papers previously set by the paper setters.

2. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this Ordinance shall apply to all persons who seek to take the examinations of the University.

3. A collegiate candidate, desirous of Ordinance, shall prosecute a regular course taking a University examination, for which he/she applies for not less than the period prescribed in the concerned Ordinance.

Explanation.-Prosecution of a regular course of study', means attendance at not less than 75% of the lectures delivered in each subject of the course of instruction and 80% in practical work for the examination during the total academic period. Attendance in both cases shall be calculated till such date before the commencement of the written examination or upto the end of the academic term whichever is later.

4. The Principal / Dean shall send to the Controller of Examinations a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University from constituent college, two weeks before the date of the commencement of the written examination.

5. Notwithstanding anything in any Examination Ordinance, the following provisions shall apply in regard to the deficiency in attendance at lectures and practicals for the course of study in the various faculties, namely :

5.1 A deficiency of attendance at lectures or practicals maximum to the extent of 10% may be condoned by the Principal / Dean on being satisfied that the same deficiency in attendance was due to circumstances beyond the control of the student.

The Principal / Dean shall submit to the Controller of Examinations, two weeks before the commencement of the examination, a list of such students whose deficiency has been condoned stating the reasons thereof.

5.2 In no case the deficiency above 10% shall be condoned.

6. A collegiate candidate shall submit his application form for admission to the examination through the Principal / Dean of his college along with prescribed fees.

7. The Principal / Dean shall forward such forms and fees to the Controller of the Examinations on or before the date notified by the University.

8. Application forms received after the prescribed last date will not be accepted.

9. Candidates who have migrated from other Universities or Boards shall produce a Migration Certificate from the concerned University or Board along with two copies of their attested photo copies with the application for admission to an examination in the University.

10. The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council.

11. The Board of Management shall notify the academic terms, vacations and holidays for the Academic year at or before the commencement of the said academic year.

12. The Board of Management shall notify the University Holidays and the discretionary / special holidays in particular academic year.

13. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the University conducts examination shall be determined from time to time by the Academic Council on the recommendation of Faculties and Boards of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses leading to the examination.

1/10/23



14. No question shall be put at any University Examinations calling for or necessitating a declaration of religious faith and / or belief on the part of the examinee.

15. (i) A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees under any condition.

(ii) If a candidate suppresses some vital information or gives false information to appear at an examination for which he/she is not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He/She may be debarred for one term from appearing in further examination and/or a fine of Rs.5000/- will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.

16. All examinations except viva-voce shall be conducted by means of printed question papers including such other modality as may be prescribed by the University from time to time.

They shall be set to the examinees on the same day and at the same time and hour at all examination centres.

17. Notwithstanding anything contrary to this Ordinance, no person shall be admitted to a University Examination if he/ she have already passed the same examination or corresponding examination of any other University, which has been recognised as equivalent to that examination.

18. The University shall prepare and publish a Schedule of Examinations for each and every course conducted by it at least **3 months** before the examinations.

Explanation : "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.

19. All arrangements for the conduct of the Examinations shall be made by the Board of Management and Academic council. Various other duties are assigned to Board of Management related to examination including arrangements for publication of results of examinations and other tests.

For the smooth and time bound declaration of results and for the fast disposal of the other matters of examination related to the Board of Management, the Board of Management may appoint a high power committee "Board of Examination".

19.1 The "Board of Examination" will consist of the following members:

(i) Vice-Chancellor who shall be the Chairman of the Board;

(ii) The Dean / Principal of the Faculty concerned

(iii) The controller of examination (secretary)

(iv) The Chairman of the Board of Studies concerned.

(v) One member of the Academic Council to be nominated by the Vice-Chancellor.

(vi) One member to be nominated by the Board of Management.

19.2 The "Board of Examination" shall have all the powers of the Board of Management and Academic Council for the conduct of examination and publication of the results,

19.3 The Board of Management / Board of Examination, may, authorize the Controller of Examination to publish the results of the examinations as passed by the "Special Result Committee" on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Principals of the colleges concerned.

19.4 The "Board of Examination" shall be responsible to make all the arrangements for the conduct of free and fare Examinations.

19.5 All the decisions taken by the "Board of Examination" shall be placed in the very next meeting of Board of Management.

19.6 If the Board of Management is appealed against any decision taken by the "Board of Examination" the Board of Management will have the power to revert the decision taken by the "Board of Examination"

19.7 The Vice-Chancellor shall have the power to convene a meeting of the Committee whenever he/she deems it necessary.

19.8 The tenure of "Board of Examination" shall not be more than four years.

20.- 20.1 Examiners and Moderators shall be appointed by the Vice-Chancellor in consultation with a committee.

"The Examiners and Moderators committee" shall consist of the following members:

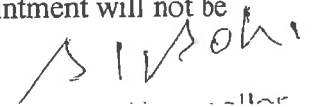
(i) The Dean of the Faculty concerned who shall be the Chairman of the committee;

(ii) The Chairman of the Board of Studies concerned;

(iii) A member of the Board of Studies concerned to be nominated for the purpose by the Vice-Chancellor.

20.2 If during the course of an examination, an examiner becomes for any cause, incapable of acting as such, the Vice-Chancellor shall appoint any other examiner to fill the vacancy.

20.3 The Vice-Chancellor may, appoint person whose name is not included in the list of names recommended by The Examiners and Moderators committee, if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the statutes and ordinance.



21. Each Board of Studies shall submit to "The Examiners and Moderators committee", a panel of names along with their addresses, phone numbers, and Email addresses, suitable for appointment as Paper Setters/Examiners in each paper of each subject/Practical assigned to that Board of Studies.

21.1 The Board of Studies will recommend:

- (i) A panel of not less than three names for the appointment of the paper setter of each written paper,
- (ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed,
- (iii) A list of names of persons for appointment as examiners in each practical/viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/viva-voce examination at centre.
- (iv) A list of names of persons for appointment as moderators in each subject of examination.

21.2 The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely

- (a) The academic qualifications and teaching experience at degree and postgraduate levels,
- (b) The field of specialization,
- (c) The examinations of the University and years in which they have acted as examiners in the past.

21.3 The qualifications of the paper setters and co-examiners shall be as follows, namely:

(A) Paper setters: Qualification:

(I) Postgraduate examinations

- (i) Experience of teaching the subject at the Postgraduate level for at least five years.

Or

- (ii) Experience of teaching the subject at the Postgraduate level for at least four years together with research experience /total teaching experience at the degree and/or postgraduate level for at least eight years.

Or

- (iii) As per the norms of the Apex Council

(I) Degree examinations

- i) Teaching the subject at degree or Postgraduate level for at least five years.

(III) Diploma examinations

(ii) Teaching experience of at least three years of degree or five years of diploma classes.

(B) Co-examiners:

The qualifications shall be the same as for paper setters. The minimum teaching/ professional experience required shall be same as that prescribed in case of the paper setter: Provided that in case of postgraduate examination, degree examinations and diploma examination, where sufficient number of paper setter and Co-examiners in a subject with the aforesaid qualifications is not available, the Vice-Chancellor in consultation with the Board of Examination can change the eligibility criteria.

22. The Controller of Examinations shall maintain a permanent list of teachers (Examiners bank) in the University along with their academic qualifications, teaching experience in examination in as examiner, moderator, and paper setter in the which they have acted past and such other information as may be relevant.

23.

(i) "Internal examiner" means.

(a) In case of a theory paper, an examiner including a paper setter who is a teacher in a constituent College of University.

(b) In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination centre.

(ii) "External examiner" means an examiner other than an internal examiner.

(iii) "Co-examiner" means an examiner in a written paper other than the paper setter.

24. Intimation of appointment to the examiners shall be accompanied by a copy of the instructions/guidelines relating to the examination for which they are appointed, as also information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations.

25. Each paper setter shall set and submit to the Controller of Examinations, the required number of copies of question papers that he/she sets in a sealed cover, enclosed within another sealed cover within prescribed period.

He/ She shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he/she has set. Copyright of any question paper set by an examiner shall vest with the University.

26. Paper-setters, who do not set and submit their question papers to the Controller of Examinations within the prescribed time limit shall, ipso facto, cease to be examiners. 9

27. Examiners shall be appointed for examinations to be held in that academic year; however they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.

28. A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations for future guidance / necessary action.

29. The question papers, unless otherwise specified, shall be set in English.

30. The Principal / Dean of the Constituent Institution where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.

31. Every examination centre shall satisfy the following minimum conditions:

The constituent college shall have minimum twice sets of:

- (a) A telephone
- (c) E-mail (where the facility can be availed.)
- (d) Computer with printer.
- (e) Photocopier facilities
- (f) A steel almirah with a locker for safe custody of question papers and other confidential material.
- (g) Any other means of communication as may be conveyed from time to time.
- (h) UPS and Power backup

32. The Vice-Chancellor shall ordinarily appoint the Principal / Dean of constituent College which is designated as a centre of examination, as the Centre-in-charge / Chief Supervisor for the University Examinations at that Centre. He/ She shall also appoint another suitable person as an independent observer to one or more centres.

33. In exceptional cases the Vice-Chancellor may appoint a person as the Centre-in-charge for the University Examinations at a centre even though he/she may not be a teacher in that college/institution.

34. The Controller of Examinations shall be responsible for the proper arrangements connected with the conduct of all examinations of the University.

35. The Centre-in-charge(s) shall be responsible for the smooth conduct of the examinations at that centre. All recurring expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules, towards which purpose the Centre-in-Charge may draw such advances from the University as deemed necessary. The Centre-in-charge shall submit a detailed account of the expenses incurred by him/her as soon

as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre. The accounts shall be submitted in the prescribed forms supplied to the Centre-in-charge by the Accounts Section of the University along with the cheque towards the first advance.

The Accounts Section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the Centre-in-charge.

36. No person other than the examinee, invigilators and such other persons as may be permitted by the Centre-in-charge of a centre, shall be allowed to enter the premises of the Examination centre. The Centre-in-charge shall take all necessary steps to ensure this.

37. Examinee at all examinations shall strictly abide by the instructions that may be issued to them by the competent authority from time to time.

38. The Controller of Examinations shall supply sufficient number of copies of question and answer papers required at each centre to the Centre-in-charge in reasonable time.

39. The Centre-in-charge shall send the sealed question & answer papers to such place(s) and person(s) as may be directed by the Controller of Examinations.

40. The results of the examinee shall be tabulated in a prescribed form.

41. The results of each examination shall be prepared by a person, here in after referred to as tabulator/ Computer Programmer.

42. Tabulator/Computer Programmer shall be appointed by the Vice-Chancellor in consultation with Controller of Examination. Tabulator/Computer Programmer shall be either teachers of Constituent Colleges of University or staff members of the University office or both or an agency nominated by the Vice-Chancellor.

43. The results tabulated by the tabulators/Computer Programmer shall be scrutinised by a committee or person hereinafter called the "Scrutineer" appointed by the Vice-Chancellor in consultation with "Board of Examination".

44. Terms of Tabulators and Scrutineers

44.1 The rates of remuneration payable to the Tabulators or Scrutineers shall be fixed by Board of management from time to time.

44.2 The Tabulator / Computer Programmer shall perform the following duties:

- (a) Posting of marks obtained by an examinee in the tabulation Register.
- (b) Totalling of posted marks.
- (c) Indicating failures in accordance with the provisions of the Ordinance.
- (d) Stating the result at the specified place.

(Explanation- The result for purposes of this Ordinance includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Ordinance).

(e) Preparation of list of examinee entitled for any awards or prizes:

(f) Preparation of the result-sheet in the proforma prescribed for its publication.

44.3. "Scrutineer" means a person or committee who is appointed by the Vice-Chancellor in consultation with "Board of Examination" and who actually does the work of scrutiny of the results.

"Scrutiny" means and includes:

44.3.1- Checking of posting made by the tabulators from the original statement submitted by the examiner;

44.3.2- Checking of totals/aggregates posted by tabulator/Computer Programmer;

44.3.3- Checking of appropriate marking indicating failures;

44.3.4- Checking of result prepared by the Tabulator (both in the Tabulation Register and the Result Sheet) including Distinction, Pass, Fail, Exemption etc. and

44.3.5 Checking of the list of Awards prepared by the Tabulators.

45.45.1 The Vice-Chancellor shall, for the examinations of every year, appoint a Committee for moderation of results, if required, which shall consist of

(i) The Dean of the Faculty concerned (Chairman)

(ii) One member nominated by the Vice-Chancellor

(iii) Examination Controller (secretary)

45.2 The reports, action taken and proposed by the committee shall be placed before the Vice-Chancellor; the decision taken by the Vice-Chancellor shall be final.

46. The Vice-Chancellor shall have the power to convene a meeting of the Committee whenever he/she deems it necessary.

47. The Moderation Committee shall set norms of moderation and scrutinise moderation of results which shall be placed before the Board of Management or Board of Examination formed by Board of Management, for approval, if required.

48. A "Special Result Committee" consisting of three members of the Academic Council shall be appointed by the Academic Council each year to approve the results of examinations. The Chairman of the committee shall be from amongst its members. No result shall be declared unless it is approved by the "Special Result Committee" The committee will directly report to the Vice-Chancellor or as per the provisions made in this statute.

49. Functions of the "Special Result Committee":

49.1 To scrutinize and pass the result of the examinations, after satisfying itself that the results on the whole and in the various subjects are in conformity with the usual standards and to give its recommend to the Board of Management / Board of Examination. A copy of results shall also be sent to the Controller of Examination for publication of the results.

49.2 - The "Special Result Committee" may interpret the provisions of any Ordinance, Rules and Regulations in so far as it is necessary for declaration of results, but it shall not make any alterations or changes in the Ordinance, Rules or Regulations. The interpretation of the Committee shall be placed before the Vice-Chancellor whose decision thereon shall be final.

49.3- The Committee shall, after considering the discrepancies pointed out by the Tabulators / Computer Programmer and Scrutineers, or in any case where the result is unbalanced, make its recommendations to the Moderation Committee constituted by the Vice-Chancellor from year to year, for moderation of the results, if required.

49.4- In exceptional cases, three member Special Examination Committee constituted by the Vice Chancellor may suggest any amendment or modification of any examination Ordinance, which, in its opinion is necessary to the committee of academic council/standing committee of academic council.

49.5 To scrutinize complains against question papers and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor;

49.6 To decide cases of candidates who answered wrong paper and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor;

49.7 To decide cases of candidates whose answer books were lost in transit and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor.

49.8 To exercise such other powers as the Academic council may delegate to it from time to time.

50. Verification (Re-totalling / Recounting) of Answer-Books:- The Answer-books may be scrutinised for Re-totalling / Recounting of the correctness of the total of marks recorded and for Re-totalling that all answers have been assessed. However, on Verification, if any answer(s) is/are found unassessed, the Vice-Chancellor shall cause such answers to be checked and the marks allotted for such answers shall be accounted towards total marks obtained by the examinee.

51. If, as a results of such verification, it is found that the result of the examinee needs to be changed at the examination, the Vice-Chancellor shall publish a supplementary list embodying the results of such verification.

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52. Before a reply is sent to the applicant, the report of the verification of the answer-books by the scrutineers shall be counter-checked and signed by a Special Examination Committee.

53. Application for verification from an examinee shall be submitted to the Controller of Examinations within fifteen days from the date of declaration of the result concerned. In no case application for verification shall be entertained after expiry of 15 days from the date of its declaration. Verification of the written answer books shall be done by the person appointed by the Vice-Chancellor as per the guidelines, mechanism as may be laid down from time to time.

54. If, the discrepancy in the application form of an examinee for admission to an examination is not removed by him/her within two months of the declaration of the result of that examination, his/her admission to that examination shall be liable to be cancelled.

55. Maximum numbers of attempts and period for passing first professional examination: For the professional courses where the first University examination is conducted after one year, the applicant shall pass the first professional examination course as per the norms of Apex council.

56.2 Heads of passing of various courses in their respective faculties will be as under:

56.2.1 Medical:

i) Theory + Oral

ii) Practical

iii) Internal Assessment (Theory + Practical)

56.2.2 Nursing :

(i) Theory

(ii) Practical/Oral

(iii) Internal Assessment (Theory + Practical)

56.2.6 Paramedical and Allied Health Sciences (All courses) :

(i) Theory

(ii) Practical/Oral

(iii) Internal Assessment (Theory + Practical)

56.3 The candidate to be eligible to pass in subject shall pass in all heads of passing in the respective subject in the same attempt.

56.4 Scheme and pattern of examination of various faculties will be as listed in respective subject syllabus.

57. The Standard of passing:- A candidate to be eligible to pass the examination must have obtained not less than 50% of marks in each of the passing heads of the respective subject.

57.1 Distinction: 75% and above marks obtained out of the maximum marks allotted to a subject.

57.2 A candidate shall be eligible for the award of distinction only if he/she has obtained 75% or more marks in an examination attempted as a whole.

#### 58. INTERNAL ASSESSMENT :

Theory and Practical internal assessment marks shall be added as follows.

58.1 - The number and marking pattern (Theory and practical marks distribution) of the periodicals / terminal & preliminary examination should be as per the syllabus.

58.2- After every examination for internal assessment, the result should be submitted within 15 days of the examination to the University with following formalities.

58.2.1- Result sheet should bear the signature of the students in front of their names and marks awarded.

58.2.2- The result sheet should be duly signed by the examining teacher/s and the head of the department and countersigned by the Dean/Principal of the college.

58.2.3 The result sheet should have date mentioned on it.

58.2.4 The result sheet should be sealed properly.

58.3 The result of each examination should be put up on the notice board of the department of college for a period of one week.

58.4 The final result of the internal assessment examinations should be submitted to the University in the format within specified period before the start of University examination.

58.5 All the answer books, question papers and related documents should be retained with the college for at least one year after the declaration of the University examination result.

58.6 A committee should be formed at the college level to deal with the problems related to the internal assessment examinations. This committee should comprise of at least three professors and should be constituted by the Dean/Principal of the college.

58.6.1 In case of absence of student/s for any of the internal assessment examinations, the committee should decide about the genuineness of the reason for absence of the student/s for the examination like sickness certificates or some other equally important reason submitted by the student. After verifying the genuineness of the reason for the absence, the committee may allow the candidate to appear for the additional examination.

58.6.2 In case of any complaint from the candidate regarding the internal assessment examination, a written complaint should be lodged with the Principal/Dean. Such complaints  
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should be discussed in the committee meeting. The decision of the committee will be communicated to the student.

58.6.3 A candidate who is not satisfied with the decision of the committee at college level can appeal to the University for redressal of his grievances.

58.7 One additional examination should be arranged in the entire period of the course to help the student to avail the opportunity of compensating the loss due to his/her absence in any one of the internal assessment examinations (periodical/terminal/preliminary). Those candidates whose genuineness of reason for the absence is verified and who are permitted by the committee to appear for the additional examination can appear for such examination. Such an additional examination should be arranged after preliminary examination and before University examination in any case before submitting final result of Internal Assessment Examination to the University.

#### 59. Grace Marks

Grace Marks in allied speciality will be as per the norms of the Apex council of that faculty, in case apex council of that faculty does not mention about grace marks, the benefit of grace marks given in different head of passing shall not exceed one percent of aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire Examination in the same attempt.

Provided further that the benefit of total gracing marks under this Ordinance, may be divided between more than one subjects if the candidate passes the entire Examination in the same attempt.

Provided further that the benefit of total gracing marks under this Ordinance, are for particular year and for particular examination, accumulation of the gracing marks cannot be claimed.

#### 60. Revaluation

- i) A candidate whose result has been declared may apply to the Registrar in the prescribed form within fifteen days of the declaration of his result for the revaluation of any of his answer books.
- ii) Provided that, no candidate shall be allowed to have more than two answer-books revalued.
- iii) Each Answer Book will be evaluated by two teachers of the concerned subject and average of the two will be taken into consideration.

- iv) Marks given by the previous examiner will be masked before sending a Answer Book for revaluation.
- v) Separate sheet will be provided to the teacher for entry of marks for Revaluation.
- vi) Provided also that, no revaluation shall be allowed in case of scripts of practical, field work, sessional work test and thesis submitted in lieu of a paper at the examination.

**Note :** There shall be provision for re-totalling and revaluation of written papers in the University Examination in Under Graduate Courses only.

#### 61. Vigilance Squads

61.1 The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice-Chancellor to visit the Centres of University Examination to:

61.1.1 Ensure that the University Examinations are conducted as per norms laid down.

61.1.2 Observe whether the Senior Supervisors and Block-Supervisors are following scrupulously instructions for conduct of the University examinations.

61.1.3 Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.

61.2 The Vigilance Squad is authorised to visit any Examination Centre without prior intimation and enter office of the in charge to check the record and other material relating to the of Examination Centre conduct of examination. They can enter in any block of Examination for checking the candidate's identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorised to detect use of malpractices and unfair means in the University Examination.

61.3 The Vice-Chancellor shall appoint Vigilance Squad which may include Senior Teachers of constituent college of University and desirably one lady teacher; and any other person as the Vice-Chancellor considers appropriate.

61.4 The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice-Chancellor with a copy to the concerned Dean/Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.

61.5 The Dean/Principal of the College where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.

## 62. Amendment of Results

62.1 Due to errors: - In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice-Chancellor, provided the errors are reported detected within 2 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of management.

Error means -

- (i) Error in computer/data entry, printing or programming and the like.
- (ii) Clerical error, manual or machine, in totalling or entering of marks on ledger / register.
- (iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

### 62.2. Due to fraud, malpractices etc.

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the Board of Management been party or privy to or connived at such malpractice, fraud or improper conduct, the Board of examinations shall have power at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf.

## 63. Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination etc.

63.1 No person can claim appointment as paper setter/examiner/moderator as a matter of right. Appointments of persons or any other examination work as paper setters /examiners /moderators shall be ordinarily made at the time of annual examination. However, if it is necessary to do so, the appointment of paper setters may be made at the time of Supplimentary examinations.

63.2 The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work.

They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit. If no communication is received within the

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prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter / examiner moderator.

63.3 The paper setters/examiners/moderators shall follow all the Ordinances given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers scheme of marking etc.

63.4 There shall be two senior supervisors at each examination centre, one internal and one external, having minimum of three years of experience of teaching/ working in Constituent College.

Out of these two, one shall be the external supervisor to be (centre observer) appointed by the University and the other shall be the internal supervisor (Centre In-charge) also to be appointed by the University.

63.5 The Dean/Principal of the concerned college shall himself / herself be the chief Conductor /Centre In-charge.

Where substitute arrangement is required, it shall be done only by prior permission of the University.

However, the Dean/Principal shall alone be responsible for any lapse/ lapses occurring during the conduct of examination. The eligibility conditions of appointment of examiners will also apply to centre in-charge.

63.6 The external senior supervisor (centre observer) appointed by the University shall report to the Dean/ Principal of the college where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.

63.7 He shall ensure that the stationery required for the conduct of examinations, question papers etc. are received at the examination centre. He shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examinations.

63.8 He shall also ensure that the students are not resorting to unfair means / practices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examinations along with his report. He should not leave the examination centre during the examination period.

63.9 He shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.

63.10 The examination forms of the students shall be accepted by the Dean/Principal within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the

college along with the fees so collected, by online mode / demand draft / as decided by University.

63.11 The receipt of examination forms in the University, the name list, summary and Admit cards of the students shall be sent to the concerned examination centres by the University generally 15 days before the commencement of the concerned examination.

63.12 The Dean/Principal shall, immediately after the examination is over, despatch the answer books to the University where coding will be done and will be sent to Answer Book Valuation Centre (AVC).

63.13 The In-charge of the Answer Book Valuation Centre (AVC) appointed by the University shall receive the bundles of answer books sent by the University.

63.14 The in-charge of the Answer Book Valuation Centre (AVC) shall arrange for the assessment of the answer books centrally as per Central Assessment Programme prescribed by the University.

63.15 The In-charge of the Answer Book Valuation Centre (AVC) shall submit the mark lists to the Controller of Examinations as provided in the examination scheme and as per the instructions issued by the University from time to time.

63.16 As soon as the mark lists are received in the University examination section, the same should be processed immediately. After the approval of "Special Result Committee", the results shall be reported to the Board of Management or Board of Examination for the publication of the results.

63.17 The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed by the Board of Management from time to time and the University shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the colleges for distributing the same to the concerned students.

63.18 The answer papers of examinations shall be preserved for a period of at least 6 months from the date of declaration of result of the examinations concerned.

#### 64. Unfair means Resorted to by the Candidate

##### 64.1 General

64.1.1 On receipt of report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of management / Board of Examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a Constituent College or from any Convocation for the purpose of conferring degree either

permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.

64.1.2 Where the examinations of the University courses are conducted by the constituent Colleges on behalf of the University, the Dean/Principal/ of the concerned constituent College/Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/ Institution either permanently or for a specified period or by cancellation of the result of the student in the College/ Institution examination for which he/she appeared or by deprivation of any College/ Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.

64.1.3 On receipt of report regarding malpractices used or lapses committed by any papersetter, examiner, moderator, teacher or any other person connected with the conduct of examination held by the University constituent Colleges including breach of the rules laid down for proper conduct of examination, the Board of Management/ Board of Examination, in the cases of the University examinations shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned papersetter, examiner, moderator, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

#### 64.2 Competent Authority

64.2.1. The Board of Management "Board of Examination", shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.

64.2.2. The Dean/Principal of the constituent College shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.

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Vice-Chancellor



instigating or allowing to use unfair means at the examination conducted by the Constituent College of the University.

64.3 Definition -Unless the context otherwise requires:

64.3.1 "Unfair means" include one or more of the following acts of commission or omissions on the part of student/s during the examination period.

64.3.1.1 Possessing unfair means material and or copying there from.

64.3.1.2 Transcribing any unauthorised material or any other use thereof

64.3.1.3 Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.

64.3.1.4 Unauthorised communicating with other examinees or anyone else inside or outside the examination hall.

64.3.1.5 Mutual / Mass copying.

64.3.1.6 Smuggling-out, or smuggling-in of either blank or written answer books as copying material.

64.3.1.7 Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.

64.3.1.8 Interfering with or counterfeiting of University/College/ Institution seal, or answer books or office stationery used in the examinations.

64.3.1.9 Insertion of currency notes In the answer books or attempting to bribe any of the people connected with conduct of examinations.

64.3.1.10 Impersonation at the University/College examination.

64.3.1.11 Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College examination.

64.3.1.12

Or any other similar act/s of commission and/or omission/s which may be considered as unfair means by the competent authority.

65.1 During examination, examiners and examinee shall be under disciplinary control of the Chief Conductor/s.

65.2 "Chief Conductor" means Dean/Principal of the Constituent College of the University, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the University.

65.3.1 "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.

65.3.2 "Unfair means material" means and examination, printed, typed, includes any material whatsoever, related to the subject of the handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

65.3.3 "Possession of unfair means material by a student" means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

65.3.4 "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by invigilator, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Chief Conductor or any other authorised person to the Controller of Examinations or Dean/ Principal Institution concerned or any officer authorised in this behalf.

65.3.5 "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (67.3.5) above, the presumption shall be that the material did relate to the subject of the examination.

65.4 Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under:

65.5.1 The examinee shall be called upon to surrender to the chief Conductor, the unfair means material found in his or her possession, if any, and his/her answer book.

65.5.2 Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned invigilator and the Chief Conductor shall also sign on all the relevant materials and documents.

65.5.3 Statement of the student and his/her undertaking in the prescribed format (Appendix- I & II) and statement of the concerned invigilator and Sr. Supervisor (Appendix III) shall be recorded in writing by the Chief Conductor. If the student refuses to make statement or to give an undertaking, the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.

65.5.4 Chief Conductor shall take one or more of the following decisions depending upon seriousness/ gravity of the case:

65.5.4.1 In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.

65.5.4.2 Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.

65.5.4.3 May report the case to the concerned Police Station (Appendix - IV)

65.5.4.4 Confiscate his/her answer book, mark it as "suspected unfair means case" and issue him/her fresh answer book duly marked.

65.5.4.5 All the materials and list of material mentioned in sub-clause (65.5.1) and the undertaking with the statement of the student and that of the invigilator as mentioned in clause No. (65.5.2) and (65.5.3) and the answer book/s shall be forwarded by the Chief Conductor, along with his report, to the concerned Controller of Examinations / Dean Principal, as the case may be, in a separate and confidential sealed envelope marked "suspected unfair means case".

65.5.4.6 In case of unfair means of oral type, the invigilator and the Sr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Dean/Principal, as the case may be.

65.6 Procedure to be followed by Examiner during Assessment

If the examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Answer Book Valuation Centre (AVC) In-charge along with the evidence, to the Controller of Examinations /Dean/Principal as the case may be, with his/her opinion in separate confidential sealed envelope marked Institution, as the case as Suspected unfair means case".

65.7 A prima facie case of unfair means reported to the University/College/Institution by the Chief Conductor/ Centre In charge/ invigilator / Sr. Supervisor and/or examiners shall be inquired into by the Committee appointed by the Board of Management / standing committee of examination / Dean / Principal, as the case may be. In the event cases of unfair means are reported through any other sources, the concerned Officer/In-charge of the sub-section/Unit to which the case primarily pertained, at the Examination Section of the University/College/Institution shall scrutinise the case, collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a prima- facie case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit, through which the case has originated or to whom the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

65.8 Examination Result/s of the concerned student/s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee/s and the College/Institution to which he/she belongs to, shall be informed accordingly.

65.9 Appointment of Unfair Means Inquiry Committee

65.9.1 For the purpose of investigating unfair means resorted to by examinees at the University examination, the Board of Management / Board of Examination, shall appoint a Committee. The term of the Committee shall not be more than four years.

65.9.2 For the purpose of investigating unfair means resorted to by examinees at the examination held by the College/Institution, the Unfair Means Inquiry Committee appointed by the Vice Chancellor shall consist of five teachers (other than the Dean/Principal) to be nominated by the Dean/Principal, one of whom shall be designated as Chairperson.

65.9.3 The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the examinee/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his/her defence, that the principle of natural justice has been followed

that and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

65.10 Procedure of the Committee should be as under

65.10.1 The Controller of Examinations of the University/Dean/Principal of the College or the Officer authorised by them, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to

have been committed by him/ her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

65.10.2 The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/her case before the Committee.

65.10.3 The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the examinee should be shown to him/her by the Inquiry Committee, if the examinee presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.

65.10.4 Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.

65.10.5 The Committee should follow the above procedure in the spirit of the principles of natural justice.

65.10.6 After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. If even after offering two chances, the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

65.10.7 The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

65.11 Punishment

The Competent Authority concerned i.e. the Board of Management / Board of Examination, , after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:

65.1 1.1 Annulment of performance of the examinee in full or in part in the examination he/she has appeared for.

65.1 1.2 Debarring examinee from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.

65.1 1.3 Debarring examinee from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.

65.1 1.4 Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.

65.1 1.5 In addition to the above mentioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine within a stipulated period,

The competent authority may impose on such a examinee additional punishment/penalty as it may deem fit.

65.1 1.6 As far as possible the quantum of punishment should be as prescribed (category-wise) below.

65.1 1.7 The examinee concerned is to be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College/Institution he/she belongs to and to the Centre In charge.

65.12. The Broad Categories of Unfair Means Resorted to by examinee at the University / College

Institution Examinations and the Quantum of Punishment for each Category Thereof.

Sr. No. (1)	Nature of Malpractice (2)	Quantum of Punishment (3)
65.12.1	Possession of copying material.	Annulment of the performance of the student at the University College/ Institution examination in full (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No. (IN) to Sr. No. (XII) in addition to the punishment prescribed thereat.
65.12.2	Actual copying from the copying material.	Exclusion of the student from University or College or Institution examination for one additional examination.

Vice-Chancellor

65.12.3	Possession of another student's answer book	Exclusion of the student from University or College or Institution for one additional examination (BOTH THE STUDENTS)
65.12.4	Possession of another student's answer-book + actual evidence of copying there from.	Exclusion of the student/s from University or College or Institution copying examination for two additional examinations (BOTH THE STUDENTS)
65.12.5	Mutual/Mass copying	Exclusion of the student from College or Institution University or College or Institution examination for two additional examinations.
65.12.6 (a)	Smuggling-out or smuggling in of answer book as copying material.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(b)	Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.
(c)	Smuggling-in of written answer- book and forging signature of the invigilator thereon.	Exclusion of the student from University or College or Institution examination for four additional examinations. Period of exclusion shall be counted as towards attempts.
65.12.7	Attempt to forge the signature of the invigilator on the answer book or supplement.	Exclusion of the student from University or College or Institution examinations for four additional examinations.
65.12.8	Interfering with or counterfeiting of University /College/Institution seal, or answer books or office stationery used in the examinations.	Exclusion of the examinee/s from University or College or Institution examination for four additional examinations.
65.12.9	Answer book, main or supplement, written outside the examination hall or any other insertion in answer book.	Exclusion of the examinee from University or College or Institution examination for four additional examinations.
65.12.10	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the examinee from University or College or Institution examination for four additional examinations.
65.12.11	Using obscene language/violence/ threat at the examination centre by a student at the University/ College/ Institution examination to invigilator /Sr. Supervisors/Chief Conductor or Examiners.	Exclusion of the examinee from University or College or Institution examinations for four additional examinations.

65.12.12 (a)	Impersonation at the University/ College/Institution examination.	Exclusion of the examinee from University or College or Institution examination for five additional examinations (both the students if impersonator is University or College or Institute student ).
(b)	Impersonation by a University/ College/Institute student at S.S.C./ H.S.C./ any other examinations	Exclusion of the Impersonator from University or College or Institution examination for five additional Examinations.
65.12.13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.	Annulment of the performance of the student at the University or College or Institution examination in full.
65.12.14	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the examinee at the University or College or Institution examination in full.
65.12.15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution Examination in full and severe punishment depending upon the gravity of the offence.
65.12.16	If on a previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examination, in this event, he/ she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	
65.12.17	Practical/Dissertation/Project Report Examination Student involved in malpractices at Practical/ Dissertation/Project Report examinations shall be dealt with as per the punishment provided for the theory examination.	
65.12.18	The Competent authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.	

(Note : The Term "Annulment of Performance in full" includes performance of the student at the theory as well as annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice is used thereat.)

65.13 Malpractices used or Lapses Committed by any Paper- Setters, Examiners, Moderators, Teachers or any other persons connected with the Conduct of Examination

65.13.1 Competent Authority:

65.13.1.1 The Board of Management / Board of Examination, shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners,



moderators, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at

the examinations conducted by the University.

65.13.1.2. Local Managing Committee/Advisory Committee (includes the Trustees, Managing Body or Governing Body) of the constituent college shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners, moderators, teachers or any other persons connected with the conduct of internal examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the internal examination conducted by the constituent colleges on behalf of the University. The action taken should be reported to the University within two weeks.

65.13.2 Definition: Unless the context otherwise requires

65.13.2.1 "Paper-setter, examiner, moderator and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.

65.13.2.2 Malpractice/lapses includes one or more of the following acts of commission or omissions on the part of the person/s included in (65.13.2.1) relating to the examination

(A) Leakage of question/s or question paper set at the / University / College / Institution examination before the time of examination.

(B) Examiner / Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.

(C) Paper-setter omitting a question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.

(D) Examiner showing negligence in detecting malpractice used by student/s.

(E) Invigilator, Sr. Supervisor, Chief Conductor/ Centre In charge showing negligence / apathy in carrying out duties or aiding / abetting / allowing / instigating students to use malpractice/s.

(F) Or any other similar acts of commission and or omission/s which may be considered as malpractices or lapses by the competent authority.

65.13.2.3 "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair

means, fraud or undue influence with a view to obtaining wrongful gain for himself/herself or for any other person or causing wrongful loss to other person/s omitting to do what he/she is bound to do as duties.

#### 65.13.2.4

'College' means, constituent college of a University.

#### 65.13.3 Investigating Committee

65.13.3.1 The Committee appointed by the Board of Management / Board of Examination, under the provisions, to investigate into unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations at the University examinations.

#### 65.13.4 Procedure for Investigation.

65.13.4.1 The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations, reported to the University/College / Institution shall be scrutinized by the concerned Officer In-charge of the sub-Section / Unit to which the case is primarily pertained at the Examination Section of the University / College / Institution, who will collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a chargesheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section / Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

65.13.4.2 The Competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, teacher or any other person connected with the conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and why the punishment stipulated in the Show Cause Notice should not be inflicted on him/her.

65.13.4.3 The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice.

served on him/her and charge levelled against him/her therein. The concerned person/himself/herself only shall present his/her case before the committee.

65.13.4.4 The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.

65.13.4.5 Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.

65.13.4.6 The Committee should follow the above procedure in the spirit of principle of natural justice.

65.13.4.7 If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defence. If, even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absence on the basis of whatever evidences/documents which are available before it and the same shall be binding on the concerned implicated person.

65.13.4.8 The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

#### 65.13.5 Punishment

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall inflict any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:

65.13.5.1 Declaring disqualified the concerned paper-setter, examiner, moderator, teacher or any examination work either other person connected with the conduct of examination, from any permanently or for a specific period.

65.13.5.2 Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.

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65.13.5.3 Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.

65.13.5.4 The competent authority or the Officer authorised in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.

65.13.5.5 An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (67.13.5.3) above, shall lie with the Board of Management in the case is pertaining to the University examination

65.13.5.6 The Competent Authority shall supply a typed copy of the relevant extract of the fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.

65.13.5.7 The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.

65.13.5.8 As far as possible the quantum of punishment should be prescribed category-wise as here under:-

65.14 Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Teacher or any other person connected with the Conduct of University / College /Institution Examinations.

S. No (1)	Nature of Malpractices / Lapses (2)	Punishment (3)
65.14.1	Paper -setter found responsible for leakage of the question set in the University College/ Institution examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination Work + disciplinary action by concerned authorities as per the rules applicable.
65.14.2	Leakage of question / question paper set in the University ' College/ Institution examination before the time of examination at the University/ College/Institution or examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty responsible person/s as per the prevailing rules / standard code by the concerned authorities.
65.14.3	Favouring a student (Examinee) by examiner moderator in assessment of answer books/dissertation/Project Report /Thesis by assigning the student marks to which the student is not entitled, at the University College/ Institution examination.	Disqualification from any examination Work and disciplinary action by concerned authorities.
65.14.4	Examiner Moderator intentionally / negligently not assigning the student in assessment of his/her answer-books Dissertation /Project work,	Disqualification from any examination work disciplinary action by the concerned authorities.

	the marks to which the student is entitled to at the University / College Institution examinations.	
65.14.5	Paper-setter omitting question at the time of finalisation of question paper set at examination or repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.
65.14.6	Paper-setter setting questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years.
65.14.7	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s.	As decided by the authorities of the University / College/ Institution.
65.14.8	Guiding Teacher showing negligence in supervision of dissertation / Project work(e.g. use of manipulated data by a student)	As decided by the authorities of the University/ College/ Institution
65.14.9	Sr. Supervisor / Chief Conductor showing apathy in carrying out duties related to examinations (e.g. not taking a round to the examination hall at the Examination Centre during examination period or opening the packet of question paper before prescribed time)	As decided by the authorities of the University /College/ Institution.
65.14.10	Invigilator helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from any examination work upto a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University / College / Institution employee.
65.14.11	Invigilator helping student (examine) in mass-copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/ Institution employee.

65.14.12 The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person, if declared guilty.

65.14.13 The competent authority, may report the case of the concerned implicated person to the appropriate Police.

## 66. Answer Book Valuation Centre (AVC)

### 66.1 Preliminary:

The conduct of examinations and declaration of results is one of the important activities of the University.

The main objectives of Answer Book Valuation Centre are:

- (1) Declaring the results in the shortest possible time,
- (2) Increasing the reliability of the results,

- (3) Maintaining uniformity and consistency in the assessment.
- (4) Increasing accuracy and efficiency in the declaration of results and
- (5) Creating confidence amongst the students about the assessment system.

Answer Book Valuation consist of the following stages:

66.1.1. Pre-assessment work

66.1.2. Assessment

66.1.3. Post-Assessment work

66.1.1 PRE-ASSESSMENT:

66.1.1.1 To Fix the venue of the Answer Book Valuation Centre (AVC):

The venue of the AVC shall be decided by the University. It shall be on the University campus or any other place decided by the University.

66.1.1.2 Appointment of AVC In-charge:

The In-charge for the Answer Book Valuation Centre shall be appointed by the Vice Chancellor from amongst the following:

- (a) Dean/Principal of the constituent College
- (b) Any Professor / Associate Professor of the constituent college.

The In-charge shall communicate his acceptance along with the undertaking.

66.1.1.3 Invitation to Examiners:

The University shall provide a list indicating the number of students appearing for each subject and other relevant information to the In-charge. The In-charge / Controller of Examinations shall ascertain the number of examiners required per subject. The In-charge shall make arrangements regarding the space and the supporting staff required for the AVC.

The In-charge of AVC /Controller of Examinations shall send invitation letters to all the examiners finalized by the University shown in the lists in advance so as to enable the examiners to communicate their acceptance. In case of any difficulty in doing so, the In-charge, AVC shall consult the Controller of Examinations and take decision. All the instructions regarding AVC shall also be sent to the examiners. In case of shortage of examiners as reported by the In-charge, AVC, the substitute appointments of examiners shall be made by the AVC In-charge from the list of examiners provided by the University/ Controller of Examinations.

66.1.1.4 Collection of Answer books:

It is the responsibility of the Dean/Principal of the College to see that the answer books of the examinations held at his/her centres are sent promptly to AVC Centres / University as per instructions given by the University from time to time.

#### 66.1.1.5 Preparation for Answer Book Valuation Centre (AVC)

(i) The In-charge of AVC shall make adequate arrangements to receive answer books coming from the University / examination centres from time to time.

(ii) On receipt of the answer books at the AVC venue / University, the staff employed for this work shall check the number of answer books, Centre Superintendent Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Controller of Examinations.

(iii) It shall be seen and verified that all the answer books of the subject, are received from the centres of examinations / University. This shall be checked with the subject wise and centre wise summaries of the examination concerned. In case of non-receipt of answer books from any examination centre / University, the Controller of Examinations / the AVC In-charge shall take immediate steps for receiving the said answer books from the concerned examination centre/ University.

(iv) The bundle of answer books so prepared shall preferably be computer - coded, masked and the coded sheets shall be inserted in the bundles of answer books. The Centre Superintendent's report shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated and further decision regarding their evaluation be taken in consultation with the Controller of Examination.

#### 66.1.2 ASSESSMENT PROCESS:

The University shall issue instructions to the concerned on the following:

66.1.2.1 Consistency and uniformity in assessment.

66.1.2.2 Remedial measures in respect of discrepancies detected / noticed in the question Paper.

66.1.2.3 Unfair means noticed by the assessor/s.

66.1.2.4 Administrative, financial and organizational details

#### 66.1.3 POST - ASSESSMENT:

The University shall issue instructions on the following:

66.1.3.1 Decoding unmasking of assessed answer books.

66.1.3.2 Scrutiny and verification of assessed answer books.

66/1/3/3 Preparation and schedule of submission of mark lists to the University.

Vice-Chancellor

67. In case, where any matter related to examination is required to be regulated by Statutes, Ordinances, Rules or Regulations but no Statutes, Ordinances, Rules or Regulations are made in that behalf, the Vice- Chancellor may, for the time being, in consultation with the Board of Examination, regulate matter by issuing such directions as the Vice- Chancellor thinks necessary, and shall at the earliest opportunity or within 365 days whichever is less, thereafter, place them before the Board of Management or other authority or body concerned for approval as per act.

68. Additionally the exam rules of Apex body of respective Health Science Council will be applicable, in case of any controversy the rules of University will be treated as final, or the matter as decided by the Vice-Chancellor, shall be treated as final.

69. Program-wise standard norms and processes as set by their respective regulatory bodies or by the competitive authorities will be followed.



## APPENDIX - I

## CHIRAYU UNIVERSITY, BHOPAL.

Statement of candidate who is alleged to have used Unfair Means at the University

## Examination

Full Name. .... ; .....  
 (in Block Letters) Surname First Name Father's / Husband's Name

Address: .....  
 .....

Examination: .....

Paper No. &

Subject:

Seat No. : No. .... In words : .....

To,

The Controller of Examinations,

Chirayu University, Bhopal.

Sir,

I, appeared at the above examination held on .....

.....college (Centre)

in the Morning / Evening session.

I give below my statement as follows:

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

Place :

Date :

Time

Signature of the Candidate

1/1/2023

APPENDIX - II  
CHIRAYU UNIVERSITY, BHOPAL

FORM OF UNDERTAKING

Full Name. .... ; .....  
(in Block Letters) Surname First Name Father's / Husband's Name  
Address: .....

Examination: .....

Paper No. &

Subject:

Seat No. : No. .... In words : .....

To,

The Controller of Examinations,

Chirayu University, Bhopal.

Sir,

I, the undersigned student of ..... College /  
Institution appearing for ..... Examination at the  
..... College (Centre), do hereby state on  
solemn affirmation as under:

I understand that I am involved in an alleged use of Unfair Means in the Examination Hall  
and therefore, a case against me is being reported to the University.

That inspite of the registration of case of Unfair Means against me, I request I the University  
authorities to Allow me to appear in the present paper and the papers to be set subsequently  
and/or at the University examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will  
be provisional and subject to the decision of the University Authorities in the matter of  
disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation  
of the said case, my performance at the examination to which I have been permitted to appear  
provisionally, consequent upon my special request, is liable to be treated as null and void.

In witness whereof I set my hand to this undertaking.

Before me.....  
Chief Conductor of the Centre  
and Rubber Stamp of the College /Institution /University  
Date: .....

Signature of the Candidate

Date: ..... 18/09/23

## APPENDIX - III

## CHIRAYU UNIVERSITY, BHOPAL

Report of the Invisilator / Sr. Supervisor / Chief Conductor / Centre In-charge

Block No. ....

Examination ....

Subject ....

Date : .....

To,

The Controller of Examinations,

Chirayu University, Bhopal

Sir,

I, the undersigned Invigilator appointed on the abovementioned Block at the

..... Examination held at ..... College

(Centre), am hereby making report against Candidate No. ....

Shri./ Kum. .... at the examination, as follows:

Yours faithfully,  
(Signature Invigilator)

Date:.. ..

Time:.....

Name &amp; Address of the Invigilator

.....  
.....

On the basis of the report made by the Invigilator/ Flying Squad, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate NO ..... and therefore, the case be forwarded to the University for investigation.

Forwarded to the Controller of Examinations, Chirayu University, Bhopal for necessary action.

.....  
Seal of the College / Institute /  
University (Centre)

.....  
Signature of the Chief Conductor /  
Centre Incharge

Place :

Date

Encl. :

.....  
Signature of the Centre Observer

(N.B. : Kindly enclose a copy of the relevant question paper)

## APPENDIX - IV

To,

The Inspector / Sub-Inspector,

..... Police Station,

Sub.: Complaint against the student for the alleged use of Unfair Means at the ..... examination held in the.....

Sir,

On behalf of Chirayu University, Bhopal the..... examination held in the First Half / Second Half of 20... is conducted in the premises of the ..... College / Institute / University. I have been authorised by the University of ..... vide letter No. .... dated ..... addressed to the Dean / Principal by ..... to take action under the provisions of Chirayu University, Bhopal, for preventing malpractices at University, Board and other specified examination.

I furnish herewith the details of the following students who has / have used Unfair Means at the ..... examination.

1. Name of the Student
2. Examination Seat No. ....
3. Name of the College through which he/she appeared for the examination.
4. Name of the subject, Date & Time
5. Name of the Invigilator
6. Name of the Sr. Supervisor who detected the case
7. Material found with the candidate
8. Other information if any in connection with the case.

According to Statutes of the Chirayu University, Bhopal for preventing malpractices at University / Board and other specified examinations, Shri. / Kum..... has committed the offence at the ..... examination and therefore, I lodge a complaint against him / her with the Police Station.

Yours faithfully,

Place:  
Date

Chief Conductor / Centre Incharge  
Name of the Centre .....

ORDINANCE NO: 6  
PROCEDURE TO ISSUE MIGRATION CERTIFICATE

1. The student prosecuting study in any of the University Constituent College, enrolled with this University, who desire to seek admission in any other Institution/ College affiliated to any other statutory University in India or abroad after completing course or in between shall apply in the prescribed format to the Registrar of the University for obtaining Migration Certificate.
2. The fee for Migration certificate shall be as prescribed by the University from time to time. The fees once paid shall not be transferable or refundable under any circumstances.
3. The Migration Certificate shall be issued on the basis of following documents:
  - (a) Original College Leaving/Transference Certificate.
  - (b) Attested copy of Statement of Marks of the Final/Last Examination appeared by the candidate.
  - (c) Attested copy of the Internship Completion Certificate where applicable.
4. If, the Migration Certificate is lost, in transit it is damage under natural calamities, a duplicate may be issued by the University only on the production of a the affidavit and a production of copy of F.I.R to that effect after paying the required fees.
6. The Migration Certificate will be sent to the applicant by the Speed Post or Registered post on the given address.

## Ordinance No. 7

CONDITIONS FOR GRANT OF AWARD OF FELLOWSHIPS,  
SCHOLARSHIPS, STIPEND MEDALS AND PRIZES

## 1.0

1.1 The awards of Fellowships, Research and other Scholarships, Stipends etc shall be made by the Governing Body on the recommendation of a Committee consisting of:

- i. The Vice Chancellor, as Chairperson
- ii. Chancellor's Nominee.
- iii. Two Deans of Faculties.
- iv. One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
- v. Controller of Examination
- vi. Chief Finance & Accounts Officer
- vii. The Registrar as Member Secretary.

1.2 Deans will be nominated by Vice-Chancellor for a period of two years by rotation.

2.0 Subject to the general conditions applicable to all Fellowships and Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award shall be such as are laid down by the University from time to time.

3.0 The value and duration of Research or other Scholarships Instituted by the University shall be laid down by the Board of Management in consultation with the Academic Council.

4.0 The award of fellowships, research and other scholarships shall be made subject to the following conditions.:

4.1 The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.

4.2 The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc from any other source during the tenure of the award nor shall he/she engage himself in any profession or trade during that period. He She may, however, undertake teaching assignment of not more than nine

hours a week in the Institution, where he/she will work at the stipend as decided in rules.

4.3. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship programme.

4.4 Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the Institution where he/she is to work, on all working days.

4.5 If any information submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.

4.6 If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.

4.7

i. Leave for a maximum of (21 days earned leave + 12 days casual leave) 33 days in a year in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the sanction of the Vice Chancellor. The general holidays, however, do not include the vacation period of e.g. Summer, Dussehra-Diwali, X-Max vacations. No other leave with fellowship/scholarship shall be admissible.

ii. The fellow/scholar may, in a special case, be allowed by the Vice Chancellor leave without fellowship/scholarship for a period not exceeding three months during the tenure of the award on the recommendation of the guide.

4.8 The fellow/scholar shall be required to pay the fees prescribed by the Institution where he works.

5.0 Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Head of the Institution.

*Signature*  
Vice Chancellor

- 6.0 The scholarship shall be tenable from the 14 July if the scholarship-holder join the college within one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, shall be tenable from the date on which the candidate joins the college.
- 7.0 The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where the candidate studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution regularly in that month.
- 8.0 The withdrawal of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
- 9.0 A scholarship-holder shall not combine any other course of study with the course for which the award is made.
- 10.0 A scholarship shall be cancelled In the Final Year f the scholarship-holder fails to secure at least 60% marks in the Previous Examination of the concerned Master's Degree of Arts, Science, Life Science. Social Science and Commerce and 65% in other Faculties.
- 11.0 If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar. passes the Previous Examination with the requisite standard in the succeeding year in the first attempt.
- 12.0 A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.
- 13.0
- 13.1 A scholarship shall be liable to termination, if:
- i. The scholarship-holder discontinues studies during the middle of a session;
- or
- ii. The scholarship-holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of para 13 of this Ordinance; and if the Board of Management so
- ok v



directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.

13.2. The order of termination shall be passed by the Vice Chancellor and shall be final.

#### AWARD OF UNIVERSITY MEDALS AND PRIZES.

1.0 The University shall award with a view to augmenting academic interest and activities among the students. Gold and Silver medals every year on the basis of results of annual examinations, subject to the provisions hereinafter appearing.

2.0

2.1. The quantum of Gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body and permissible under the central Gold control Act.

2.2 The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.

2.3. If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body shall lay down the manner in which the excess expenditure is to be met.

3.0

3.1. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.

3.2 Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 04 following as have secured (i) First division in the case of a Bachelor's degree examination and (ii) First division in the case of a Master's examination, for award of Gold and Silver medals. degree

4.0 A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below :

4.1 A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest percentage of Marks from among the candidates appeared at the M.B.B.S, BSc (Nursing), Post Basic BSc, BPT, and other courses run being by University. However the candidate must have passed all semester examinations of the consecutive years in

single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first university to final university examination will be computed.

- 4.2 A gold medal and a silver medal to the two candidates who have placed in First division and have secured respectively, highest and second highest percentage of Marks from among the successful candidates of degree of the (I) MD/MS. (ii) MSc (Nursing) and other postgraduate courses being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt.

The Committee comprising of the following shall select the candidates for the awards of medals and prizes:

- i. The Vice Chancellor (Chairman)
- ii. Chancellor's Nominee.
- iii. Three Deans of Faculties to be nominated by the Vice Chancellor in rotation.
- iv. Two Chairpersons of Board of Studies to be nominated by Academic Council.
- v. Registrar.

- 5.0 University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time to time.

- 6.0 Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in para 04 may be withheld, suspended or cancelled :

- a. If, in respect of a year no candidate is found eligible for the award under the provision of para 04 above.
- b. If the Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross Misconduct etc.
- c. if the Governing Body is satisfied that the conduct of the examination concerned at one or more of the Centres was not proper.

- 7.0 The inscriptions on the medals shall be as follows:

- 7.1 On one side of the Medal - the following words shall be inscribed over the round shaped University emblem, विश्वविद्यालय स्वर्ण पदक और रजत पदक as the case may be in Hindi and University Gold/Silver medal in English.

- 7.2 On the other side of the medal the following shall be inscribed
- (i)..... परीक्षा (name of examination)
  - (ii)..... संकाय (name of faculty)
  - (iii) माह/ वार्षिक परीक्षा
  - (iv) प्रथम स्थान/ द्वितीय (as the case may be)
  - (v) ..... (short name of the recipient)
- 8.0 If for an examination two or more examines are found eligible for the award for having obtained equal marks or grade point average, the medal shall be awarded:
- 8.1 In the case of a Bachelor's Degree Examination to both the candidates.
- 8.2 In case of Master Degree Examination also to both the candidates.

### ORDINANCE – 8

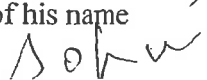
#### CONDITION OF RESIDENCE OF THE STUDENTS OF THE PRIVATE UNIVERSITY

1. The College/Institution should have provision of Hostels for residence of students according to requirement specified by the University / State / Central Councils.
2. Each hostel room shall not have more than three occupants. The size of such room shall not be less than 27 sq.mt.
3. In case of single seated room it should be at least 9 sq. mt. Area.
4. Each student shall be provided with an independent and separate furniture which shall include chair, table, bed and full size cupboard at the least.
5. Each hostel shall have a visitor room, a study room with facilities for computer and internet.
6. There shall be a recreational facility room having T.V., Music, Indoor games etc. and mess facilities for the students.

ORDINANCE – 9  
PROVISIONS REGARDING DISCIPLINARY ACTIONS AGAINST  
STUDENTS

**DISCIPLINE:**

1. Every student in the University shall all times be of good behaviour, show diligence in student, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is student and of the University.
2. When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absenteeism, the Head of the Institution with the approval of Vice Chancellor may, according to the nature and gravity of the offence:
  - i. Suspend such a student from attending classes for not more than a week at a time; or
  - ii. Expel such a student from the institution; or
  - iii. Disqualify such a student from appearing at the next ensuing examination, or
  - iv. Rusticate such a student.
3. Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
4. The Head of the Institution concerned shall have power to suspend, for such time as may necessary, a student temporality from the Institution pending inquiry into his conduct in connection with an alleged offence.
5. The period, during which a student remain suspended for completion of an inquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
6. A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
7. The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

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ORDINANCE - 10  
MANNER OF CO-OPERATION AND COLLABORATION WITH OTHER  
UNIVERSITIES AND INSTITUTIONS OF HIGHER EDUCATION.

**Objectives:**

The University shall undertake the steps to Promote, Co-operation and Collaboration with other Universities and Institutions of Higher Education within and out-side the Country.

- To promote and provide opportunities, to facilitate collaborations, networking with international universities/institute/organizations for promotion, advancement and sharing of academic and research knowledge and activities in medicine, health and allied sciences, for development of mankind in India and abroad.
- To promote and provide all possible arrangements for national and global participation in the fields of health, management and allied sciences.
- To serve and work towards improvement and development of rural life and the general population through international collaborations.
- To facilitate Faculty & Student Exchange Programs.

## ORDINANCE NO: - 11

**Procedure and rules governing award of Ph.D. degree in the subjects of Health Sciences**

1. The Chirayu University shall offer the degree of Doctor of Philosophy (Ph.D.), on regular basis, in the subject of Health Science in Faculties of Medicine, Nursing Sciences, Health Sciences including interdisciplinary subjects as specified by concerned Board of Research and published by suitable Notification by the University. The degree of Ph.D. shall be awarded by Thesis only.
2. The Ph.D. degree awarded by the University shall be by research and not by papers. It shall be awarded by Thesis followed by open defence through Viva Voce.

**3. Constitution of Board of Research:**

There shall be a Board of Research, for each faculty of Health Sciences consisting of following members:

- (i) The Vice-Chancellor (Chairman)
- (ii) Dean of the concerned Faculty (Member)
- (iii) Chairperson of Board of Studies of concerned PG subject (Member)
- (iv) One Ph.D. Guide from concerned faculty from Constituent College, nominated by the Vice-Chancellor (Member)
- (v) Two eminent research persons or Experts or Scientists within concerned faculty, who have published minimum 10 research papers in the indexed Journal(s) to be nominated by the Vice-Chancellor (Members)

**4. Duties of Board of Research:**

The Board of Research shall perform the following duties:

- (i) To recognize the teachers as Ph.D. guide.
- (ii) To decide the nomenclature for degree and initiate the procedure of Inclusion of the Ph.D. Degree as a recognized medical qualification, in the schedule of the Act of the concerned Councils (if such provision exists in the concerned council)
- (iii) To maintain the standard and quality of research for Ph.D. Course.
- (iv) To prepare bank of research topics and make it available for information of all concerned.
- (v) To prepare, the list of subjects for inter disciplinary research.
- (vi) To scrutinize the applications received for Ph.D. registration and approve the registration of the eligible candidates.
- (vii) To prepare a subject wise panel of internal and external examiners and/or referees.
- (viii) To perform any other duty, as assigned by Statute\ Ordinance Direction or the order of the Vice-Chancellor from time to time.

- (ix) To act as liaisoning authority between University Grant Commission and concerned respective Councils Authorities.

5. (a) The Board of Research shall be constituted after promulgation of the instant Direction.  
 (b) Tenure of the Board of Research shall be Four years from the date of its first meeting.  
 (c) Meetings of Board of Research shall be held at least twice in a year.

6. Eligibility for Research Guide:

- (I) The eligibility criteria for Guide shall be as follows:

**For Faculty of Medicine:**

- Shall be working in PG institution
- Shall have minimum Post Graduate in MD/MS/DNB in concerned Subject / Minimum qualification as MSc (Medical) with PhD (Medical) in concerned subject.
- Shall have minimum qualification of Professor / Associate Professor
- Shall have published 2 papers in the Indexed Journal(s).

**For Faculty of Nursing**

To be considered as a guide by the consortium shall be a nurse:

- Shall be working in PG teaching institution.
- Shall be M.Sc in Nursing completed.
- with Ph.D. degree in Nursing with 5 years PG teaching experience as a Lecturer and above with minimum 5 scientific publication in National/International Journals.
- Expert in the subject of specialty chosen by the candidate

Guide cannot have more than 8 candidates at any given point of time (including the candidates from other universities).

- (I) The application in prescribed format can be submitted for the approval of Ph.D. Guide and Co-Guide throughout the year through the Head of Constituent College; however, the candidates shall be allotted only after subsequent Entrance Examination.
- (II) Maximum age of Ph.D. Guide/Supervisor - For all faculties of Health Sciences, the recognised Ph.D. research Guide shall be permitted to work as a Guide up to he/ she attains the age of 70 years. Before two years of maximum permissible age limit (i.e. after attaining the age of 68 years), fresh registration under such guide shall not be permitted. *Maximum age limit for Guidship shall be touch as NMC/UGC norms.*
7. **Number of Research Scholars with a Research Guide.**  
 The maximum number of PhD students working with a Research Guide, at a given

point of time, shall not be more than 8 (eight) and in exceptional cases up to 10 (ten), for which special sanction has to be obtained from the University.

8. (a) The Affiliated College(s) Recognised Institute(s) having Post Graduate courses shall fulfil all the norms of "Minimum Standards" regarding infrastructure and other facilities, as prescribed by the Respective Central Council for Post Graduate Courses, for its further Recognition as a Place of Research for Ph.D.

(b) The Human and Animal Ethics Committee duly registered under the appropriate authority is mandatory for all Institutes who have been recognized as a Place for Research leading to Ph.D. Such Institute(s) shall also be encouraged to organize the research methodology workshops.

**9. Eligibility Criteria for admission to Ph.D. degree.-** The candidate willing to register for Ph.D. degree course by way of research shall fulfil the eligibility conditions as mentioned below:

(I) He/She Shall have Postgraduate Qualification (P.G. Degree) in the concerned subject of Health Sciences or in the equivalent/ allied subject recognized as eligible by the concerned board of research.

The candidate(s) having D.N.B. shall also be considered eligible, if such candidate has published minimum two papers in Indexed Journal(s).

(II) Applications for research in Interdisciplinary subject other than areas and from applicants belonging to faculty or faculty or subject in which the research is proposed to be done and /or from the International students (those who have not obtained the PG degree from any UGC recognised University in India, for whom the equivalency of degree as per respective Council shall be necessary), shall be considered on the basis of the research publications and credentials of the researcher for such kind of research. Such candidates shall be allowed to appear for entrance test after confirmation of their application by members(s) of Board of Research or subject expert nominated by Vice-Chancellor for the said purpose. The students provisionally admitted under inter-disciplinary subject get oriented to the respective concerned discipline to the satisfaction of the guides. Accordingly the guide shall certify in writing for the same.

(III) Qualified and Eligible "Teacher" candidates and all other "In-Service" candidates of Constituent College shall have to apply through proper channel. They shall be exempted from the Entrance Test conducted to qualify for registration for Ph.D. Course. The separate list of Qualified and Eligible "Teacher" candidates for the purpose of registration for Ph.D. Course shall be prepared by the member(s) of Board of Research or subject expert nominated by Vice-Chancellor to said purpose by considering the age of the applicant (applicant with higher age on 31<sup>st</sup> July of admission year may be given preference), research activities, approved experience, number of publications, etc. Qualified and Eligible "Teacher" candidates working additionally for the university shall be given preference. The list prepared by the Board of Research shall be submitted to the Vice-Chancellor for approval and/or appropriate decision. The decision of the Vice-Chancellor on it shall be final and binding. The final approved list shall be displayed on the Notice board.



(IV) As per the directives of the National Knowledge Commission, as an alternative to system to grant Ph.D. to the candidates registered provisionally to this University, If have minimum 05 publications as the first author on the selected same topic of the Thesis in Indexed Journal (s) shall be exempted from submission of Thesis to the University. Provided that the Board of Research shall appoint panel of examiners of four subject experts for reviewing these papers of the Candidate. On receiving the positive recommendation by any three of these examiners and after successful conduct of Viva voce of the candidate, the University shall award Ph.D. degree to such candidate after approval of the concerned Board of Research. For such candidates the provisions of clauses 15 and 18 of this Direction shall be exempted. The above said provision shall be applicable for getting exempted from the submission of Thesis only, however all other formalities shall be applicable.

#### 10. Admission Procedure:

(A) **Distribution of Seats for Ph.D. Course:** 33% seats from the total available seats for that particular Academic Year shall be kept reserved for the qualified and eligible approved teacher candidates and remaining seats shall be available for other candidates, who have passed the Entrance Test, in case there is no eligible candidates after the Entrance test and the seats remains vacant, the seats will be reverted to in-service candidates.

(B) **Advertisement:** The University may publish a Notification once in an Academic Year, preferably in the 1st term for admission to Ph.D. course under all faculties of Health Sciences and call applications from eligible and desirous candidates. Such Notification shall contain (i) the number of seats available for registration (faculty wise, centre wise & subject wise distribution of seats, along with list of available recognised guides for the particular Academic Year), (ii) general rules regarding and (iii) application form admission procedure. The number of available subject wise seats shown in the notification shall not change afterwards. The notification shall be published on the University website.

The rules regarding reservation as specified by the State Government from time to time shall be applicable for this admission process. Before announcing the available number of Ph.D. seats for an Academic Year, the University shall collect data from all the Dean/Principal of the Constituent College(s) for determining the exact number of available Ph.D. seats and Ph.D. Guides in each subject.

The Head of the College/ Recognised Institute after obtaining consent from the respective Ph.D. guide shall inform the University, the exact number of Ph.D. candidates to be allotted for each guide. The distribution of seat shall be notified on the basis of this information only.

(C) **Entrance Test:** The University shall organise a written Entrance Test for the purpose of admission to Ph.D. Course. This test may be conducted by University whenever possible. The syllabus, format, marks and other details of the Entrance Test shall be recommended by the Board of Research and accepted by the Vice-Chancellor. Minimum score in the Entrance Test for admission to the Ph.D. course shall be 50 % for Open category candidates and 40% for the candidates belongs to reserved category. Seats vacant in Reserved Category will filled under the Open Category.

(D) **Result of Entrance Test:** - The result of the Entrance Test shall be declared by the University within 15 days, as far as may be practical. The result shall be displayed subject wise and only in the form of "Qualified" and "Non-qualified". Further, the candidate qualified

in the Entrance Test, does not mean that he/she has been admitted to Ph.D. course. The University does not give any guarantee that he/she will get admission for Ph.D. course. The Entrance Test is a mere screening test to short list the students on merit basis. However, those candidates qualified in the Entrance Test, but did not get admission for Ph.D. course due to any reason, shall be placed in a separate waiting list.

This waiting list shall be considered valid till four months prior to the date of next Entrance Test.

**(E) Admission Process (Personal Counselling and Interview):** After declaration of result of the Entrance Test, the qualified candidates may apply in the prescribed format to the Dean/Principal of the College for further admission procedure. The Dean/Principal of the College shall appoint scrutiny and admission committee to conduct the admission procedure. The constitution of the said committee shall be as follows:

**(I) Admission Committee at constituent colleges:**

1. The Vice Chancellor or his nominee	Chairman
2. Dean /Principal Concerned Institute	Member
3. All available Ph.D. Guides in the concerned college for that Academic Year.	Members
4. All HODs of all Departments under whom seats are available for that Academic Year.	Members
5. Registrar	Member/Secretary

(II) After declaration of Entrance Test result the University shall prepare and publish centre wise and date wise counselling / interview programme. The admission process of the University shall be completed as far as possible within 90 days from the date of Entrance Examination.

(III) As per counselling /interview programme published by the university, the desirous candidate shall be present for Personal counselling / Interview before admission committee on the particular place of research at their own cost.

(IV) It shall be the responsibility of the Chairman of the admission committee, to conduct the counselling/ interview procedure as per rules and in a fair manner. The rules regarding reservation for admission shall be observed by him/her.

(V) Under this personal counselling / interview procedure the committee shall judge the ideas and interest area of the candidate and his/her suitability with particular Guide.

(VI) At the end of the counselling/ interview round the Chairman of admission committee, along with signatures of all members shall display the list of selected candidates on notice-board. It shall be lawful, for admission committee, to prepare and publish subject wise and guide wise waiting list for that particular recognized place of work.

(VIII) The selected candidate shall join Constituent College and take the admission for Ph.D. course within 10 days from the date of list displayed on the University Notice Board.

If the selected candidate is unable to join within stipulated period due to any reason, the next candidate in waiting list may be selected/ called for admission by the Dean/ Principal of the Constituent College.

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(IX) At the time of admission, the selected candidate shall pay the prescribed fees for admission and shall complete the other procedures related to his/ her admission.

(X) The Dean/ Principal of Constituent College shall submit the subject wise, guide wise list of the joined candidates to the University within 15 days from the date of display of list of selected candidates.

**11. Provisional Registration Process.** The date of the admission and joining of the candidate at any Constituent College after successful counselling interview procedure shall be treated as Provisional date of Registration. However, the actual term of every selected candidate shall be deemed to start from the date of approval letter of the synopsis of his/her thesis.

**12. Final Registration Process:**

(i) Within 120 days from the date of Provisional registration the admitted candidate shall submit 2 copies of his/her research proposal (Synopsis) including one soft copy, recommended by his/her research guide and forwarded through Dean/Principal of the constituent college along with application for final registration in prescribed format and Demand Draft for prescribed fees to the University.

(ii) It shall be mandatory to each candidate to follow the guidelines regarding synopsis preparation & format prescribed by the University, from time to time. Research proposal shall be approved by the research committee and ethics committee of the Constituent College, where research is to be undertaken and certificate in this regard shall be submitted with the research proposal.

(iii) The research proposals received shall be placed before the concerned Board of Research for final approval and registration of the candidate for Ph.D. course.

(iv) It shall be lawful for Board of Research to accept in toto or suggest any change(s) / modification(s) / amendment(s) in the submitted research proposal.

Any suggested amendment(s) / correction(s) shall be mandatory on candidate and concerned guide to modify the proposal accordingly. In such circumstances the concerned candidate shall submit again corrected proposal for final registration before Board of Research. Once the Board of Research/ the University has confirmed final registration of the student for the particular topic, the University shall inform the decision of Board of Research to the candidate, Guide and Dean/ Principal of Constituent College by way of confirmation letter.

(v) After six months from the date of final registration, no change in the topic and synopsis shall be allowed, without prior permission of the Board of Research.

(vi) In each case, the registration for the Ph.D. course shall be deemed as final registration only after Eligibility granted to the candidate.

**13. Duration of the Ph.D.**

(a) The minimum period for candidate, who possesses Post Graduate qualification (MD/MS) in the Health Sciences subject shall be two calendar years and for all others including the candidate(s) with DNB / M.Sc. (Medical Subjects)/ MSc Nursing it shall be three calendar years from the date of admission / provisional registration. With the recommendation of Ph.D. guide & permission of Vice Chancellor the student can undertake his/her research work in any other Institution having Collaboration for the Research work with Chirayu University. A candidate doing research leading to the Ph.D. degree shall have worked for a minimum prescribed period, and in the normal course, he/she shall not be allowed to submit his / her

Thesis before completing the minimum prescribed period from the date of his / her admission / provisional registration as a research student.

(b) Only fulltime regular approved teacher of the University shall be treated as teacher (as per clause 9 (III) of this ordinance) for availing the benefit of provision under clause 15(c). The "Teacher" candidates who qualify the entrance exam of university for Ph.D. registration shall also get the benefits of provision under clause 15(c). For remaining, this course shall be full time and regular course.

(c) In case the candidate is not able to complete his / her research work within a maximum period of six years, on the written request of the candidate through his / her Research Guide, prior to Six months of expiry of date of registration, the Board of Research may grant extension for time not more than further two years. In such case, the candidate shall be required to pay the tuition fees again. After expiry of this grace period, the registration of candidate shall be automatically cancelled. However, thereafter such candidate may register again as a fresh candidate after following due procedure of admission as prescribed above.

#### 14. Course Work.

(a) After registration and within six months from the date of registration, each candidate registered for Ph.D. Course has to undergo a Pre-Ph.D. orientation course in the constituent College in which, the candidate is registered. Under this course an update on knowledge regarding Research Methodology & Biostatistics shall have to be acquired by the candidate by undergoing training within six months after registration and preferably within 06 months. The Candidate shall have to submit certificate from the Guide on completion of the said Course Work.

(b) The Candidate shall publish at least two research papers in indexed Journal(s) or submit the evidence of acceptance of papers, related to his work in a recognized national or international journal before submission of Final Thesis to the University.

(c) After completion of Research, the Candidate shall have to prepare a draft Thesis, and present the same before Departmental / Institutional Research Committee, at the place of work. The feedbacks and comments given by the members of the committee that may be incorporated in the final draft of the Thesis after approval of the Guide.

(d) The student shall be required to send "six-monthly progress report" in the prescribed format through the guide and Dean/Principal of the constituent college.

#### 15. Supervision for Ph.D. Research:

(a) A candidate shall work under the direct supervision of a recognized Ph.D. a Guide of the University. In each Academic Year, the number of Ph.D. students to be allotted to the concerned guide shall be decided with the consent of Guide. In one Academic Year, maximum one new student can be allotted to the Guide. At any given time, Guide shall not have more than eight registered students including PG students, working under his / her supervision / guidance. However, considering the need, emergency, utility of the Research Work the Vice-Chancellor shall have right to decide the number of Ph.D. Candidates to be allotted to the Guide for that Academic Year.

(b)

(i) As per the needs of the project a Co-Guide may be allotted to the candidate after

recommendation of the guide and approval by the University. The Board of Research shall approve the Co-Guide either from within or from outside of the University. For interdisciplinary subjects the Guide and Co-Guide as a process expert and content expert shall be necessary.

- (ii) The Ph.D. Guide from one faculty shall be permitted to take candidates from other faculty. Provided the Co-Guide of the student belongs to the faculty/subject related to the research topic. And The total number of all types of Ph.D/PG students under the Guide do not ordinarily exceed the number of eight.
- (iii) The Vice-Chancellor, The Registrar, and other officers of the University (if recognised as a Ph.D. guide) shall be permitted to take the Ph.D. students from any Constituent College approved as a place of work leading to Ph.D.

(c) Normally, a candidate shall be required to complete his / her research under the direct supervision of his / her Guide at Recognized Centre. However, a candidate who is a University approved full time Teacher/ the person in the Government Service shall be permitted to complete research work at his / her college (place of duty/ appointment). In such condition, it shall be mandatory for such Teacher Candidate shall be required to work at least 180 days in the full tenure of the Ph.D. course under direct supervision of his Guide at research centre, before submission of final Thesis, and this tenure will be counted as his regular service and not as a leave, also the tenure will be included in his teaching experience. The certificate from Guide regarding this mandatory attendance along with signature of Dean/Principal of Constituent College shall be precondition, while submitting final Thesis to the University through Head of the College/Institute.

(d) As a special case / exceptional case, the Board of Research in the faculty may permit a candidate to register for Ph.D. independently (Under Self guidance) i.e. without having to work under the supervision of a Guide, provided he satisfies the condition for eligibility given in this ordinance or having published 07 research papers in the Indexed Journal(s) and shall have proved his / her ability to undertake independent research work. He She shall submit his / her application in the prescribed format for the said purpose through proper channel.

(e) Normally, a candidate shall be required to complete research under supervision of his / her Guide, however, a candidate may be permitted by the Board of Research to transfer his / her registration from one research Guide to another, provided the first Guide gives "No Objection Certificate" for such transfer and the research Guide under whom the transfer is sought gives his / her consent to accept the candidate. Provided further that, in case of such transfer, if the research topic of the candidate is changed, then in such case the candidate shall have to work under new guide for the minimum period of two years before he/she is allowed to submit the Thesis.

(f) Whenever the Research Guide of the candidate leaves service of the Constituent College or retires from the service may be allowed to work under another Research Guide, make appropriate recommendation to the Vice-Chancellor.

(g) In case of any dispute between a candidate and his/her guide, the redressal committee consisting of the following shall examine the matter and report to the Vice-Chancellor, whose decision shall be final:


- (1) Dean of the concerned faculty. (Chairman)

- (ii) Nominee of the Board of Research of concerned subject appointed by the Vice Chancellor
- (iii) The Dean/Principal of the Constituent College/Place of Research however, if the complaint is against him then he/she shall not participate in the proceedings of the meeting. The Committee shall hear both the parties and submit its report with the specific recommendations. The report shall be submitted to the Vice-Chancellor for final approval decision.

**16. The presentation of the Thesis:**

- (a) The Thesis shall be written and printed preferably in Arial, Times New Roman fonts and the language of the Thesis shall be only in English.
- (b) After completion of the minimum period of Ph.D. course as specified under clause 15 and after completion of course work as specified under clause 16, within two months from the date of course completion, the candidate shall forward application to the University, through his / her Research Guide and Dean/principal of Research Place with four hard copies of Thesis along with 02 CDs containing soft copies and 10 copies of the Thesis summary. The prescribed fees for evaluation shall be enclosed with such application. The Thesis shall include Certificate from the Research Guide and a declaration from the candidate that, the work reported in the Thesis is original work carried out by the candidate himself / herself and that the research work from other sources has not been included.
- (c) The material which has been obtained from the other sources shall be duly acknowledged in the Thesis by the candidate(s). If the material obtained from the other sources has not been duly acknowledged, then he / she shall be held responsible in case of plagiarism. He/ She should also be aware about the consequences of plagiarism. In case of plagiarism the candidate shall be liable to be punished for withdrawal of the Thesis/ Ph.D. Degree (even if awarded).

**17. Appointment of Examiners:**

- (a) The Board of Research shall prepare the Panel of Examiners only after the candidate submits his / her Thesis.
- (b) The summary of the Thesis submitted by the candidate under clause 17(c) of this Direction shall be placed before the Board of Research, which shall prepare and recommend the panel of external examiners including few names from outside of Chirayu University, (for Medical faculty only, three external examiner may be from outside of India - if available) for the evaluation examination of the Thesis and Viva Voce. The Board of Research shall prepare and approve pool of Referees. Out of the Panel prepared by the Board of Research the Vice-Chancellor shall appoint examiners for evaluation of Thesis.
- (c) For Thesis examination, there shall be the panel of two external examiners, one of whom may be from outside of Chirayu University, (for Medical faculty only, this external examiner may be from outside of India - if available). For the viva-voce and the defence of the Thesis, there shall be a separate panel of two examiners that includes the Guide of the candidate, who shall be the convener cum internal examiner and one external examiner who has examined the Thesis. These two shall jointly evaluate the performance of the candidate. In case of a candidate working independently under self-guidance, the Vice-Chancellor shall, on the recommendation of the Dean of the concerned faculty shall appoint a senior recognized  guide as convener cum internal examiner.

## 18. Evaluation:

(a) From the Panel of external examiners prepared by the Board of Research the Vice-Chancellor shall invite appoint any two examiners, one of whom shall be from outside of Chirayu University to examine the Thesis. The Controller of Examinations shall get in touch with each examiner by e-mail or land mail with a copy of the summary of Thesis to secure acceptance of the examinership. If however, no information is received from an examiner within four week's period from first communication to the examiner, his / her appointment shall be cancelled and a new examiner shall be appointed from the existing panel of examiners in accordance with the Clause 19 (b) and (c). (b) In case of acceptance of invitation appointment as an examiner, the Controller of Examinations shall forward the Thesis to such examiners within a week from the date of the receipt of his/her acceptance letter.

- (c) The examiners shall independently send their reports along with copy of Thesis, to the Controller of Examinations within sixty days from the date of receipt of the Thesis (the reports sent by e-mail shall be accepted). If an examiner fails to do so, the Controller of Examinations shall send him / her a reminder immediately after the expiry of the said period and request him her to submit the report within further period of thirty days. If the concerned examiner fails to comply even within the extended period, the Vice-Chancellor shall cancel his / her appointment forthwith and a new examiner shall be appointed from the existing panel of examiners in accordance with the Clause 19 (b) and (c). In case of request for the late submission of the report or receipt of the report after the appointment has been cancelled or the loss of report or postal delay, etc. the Vice-Chancellor shall take an appropriate decision.

(d) The examiners shall submit the report in the prescribed form and shall make one of the following recommendations:

- i. The Thesis is acceptable for the award of Ph.D. degree
- ii. The Thesis is acceptable subject to revision on the following points:
  - a) .....
  - b) .....
  - c) ..... etc.

Accordingly, the candidate be advised to revise the Thesis in the light of points raised in the report by the examiner and re-submit to the University.

iii. The Thesis is not acceptable.

When the examiners recommend the revision or rejection of the Thesis he/she must mention in his/her report, the points on which revision is needed or the precise reasons in writing for its rejection.

(e) If both the examiners recommend for acceptance of the Thesis for the award of the Ph.D. degree, the Thesis shall be accepted. If both the examiners recommend rejection of the Thesis for the award of the Ph.D. degree, the Thesis shall be rejected. If the examiner(s) raises some queries/ seek clarifications, the candidate shall be asked to give answers to the queries at the time of Viva Voce. If one or both the examiners recommend revision of the Thesis, the candidate shall resubmit the revised Thesis/Appendices/Annexures after revision as suggested by the examiner(s) within one month after receiving letter from the University. The revised Thesis/Appendices/Annexures shall be sent back to the examiner, who has asked

for the revision. The examiner shall re-submit his / her report in prescribed form. The examiner shall recommend the revised Thesis/ Appendices/Annexure to be as either acceptable or non acceptable.

(f) If one examiner recommends rejection of the Thesis and the other recommends acceptance, then a third examiner shall be appointed as per clause 19 (b) and (c) from the panel of already approved examiners. The third examiner, if appointed, shall be from Other University than the previous one. Once the third examiner is appointed, any previous recommendations of the examiner, in whose place the third examiner has been appointed, shall become null and void for all purposes. In case, the third examiner recommends acceptance or revision of the Thesis, then depending on the recommendation of the other examiner (who has not rejected the Thesis), the Viva Voce shall be arranged or the candidate shall be asked to revise the Thesis and resubmit, as the case may be. In case the third examiner recommends the rejection of the Thesis, his/her recommendation shall be final and the Thesis shall be rejected.

(g) In case of any ambiguous/vague recommendations by any examiner, shall be placed before the Board of Research for its consideration and remarks.

#### **19. Open Viva Voce and Defence of the Thesis:**

(a) Mere appearance for open defence shall not be claimed as a right for award of Ph.D. Degree.

(b) After receiving the acceptance reports from two external examiners recommending for the award of Ph.D. Degree, the University shall appoint a two-member Viva Voce committee consisting of one of the external examiners who has evaluated the Thesis and the Guide of the candidate. The candidate's Guide shall be internal examiner cum convener for the Thesis defence and Viva Voce examination. The recommendation reports received from the two external examiners shall be forwarded to the Guide of the candidate, who shall arrange the Viva and the defence of the Thesis at the earliest date suitable to the external examiner. The Viva Voce and the open defence of the Thesis shall be arranged either at the place of research or at the University decided in consultation with the convener (Internal Examiner/ Guide). The Guide shall communicate to the University, the candidate and the external examiner and to all the concerned regarding the date, time and venue of Viva Voce. The Guide shall make the reports available to the candidate and the external examiner at least 3 days before the date of the Viva Voce. A separate notice on defence of Thesis presentation shall be issued and circulated to other Departments by the Guide at least 48 hours before the presentation to enable other faculty members and students to attend the Viva Voce. In case of any problem, the Dean of the concerned faculty shall take the appropriate decision. Deficiencies pointed out at open defence shall be upgraded to the satisfaction of the examiner.

(c) The Vice-Chancellor shall, on the recommendation of the Board of Research, appoint a Senior Research Guide from the panel of Ph.D. recognized Guides as an internal examiner for the candidate working independently under self guidance. In case of dispute in evaluation, Dean of the concerned faculty shall review the situation/area of dispute and give his recommendations to the Vice-Chancellor for his consideration & final decision.

(d) If the external examiners, who have already evaluated the Thesis, are not able to be present at the time of the defence, the Vice-Chancellor, on recommendation of the

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Research Guide and the Dean of faculty concerned shall appoint another external examiner from panel to act as an examiner for the defence of the Thesis. In case, the Guide (internal examiner) is not available, the Vice Chancellor shall appoint any other senior research guide to act as internal examiner on the recommendation of the Dean of the concerned faculty.

(e) The Guide as convener shall moderate the Viva Voce and open defence. The candidate shall make a presentation of his/ her Thesis covering the background, objectives, methodology, results and the conclusions of his / her study. After presentation, the examiners can ask the candidate for more clarifications. Those attending the open defence, who are not members of the Panel of Examiners, can also participate by asking relevant questions but only with the permission of the Guide/Convener. The questions during the Viva Voce shall be of constructive type, not teasing in nature and shall lead to logical discussion on the topic of the Thesis. No one among the audience shall have right to comment on the acceptability or non-acceptability of the Thesis for the award of the Ph.D. Degree.

(f) The Guide and the external examiner shall submit to the Controller of Examinations their final consolidated report about the award of the Ph.D. Degree immediately after the defence is over in a prescribed format. Their submission shall be specific and recommend for the award of a the Degree or for a fresh Viva Voce after specified time if the performance of the candidate is not satisfactory.

(g) In case the defence & Viva Voce is not satisfactory, the examiners may by majority recommend with reasons in writing the specific comments regarding unsatisfactory performance of the candidate. The candidate shall act upon the comments accordingly and face the Viva Voce again after the period of three months.

#### 20. Final result:

(i) The overall result of the Viva Voce and the defence of the Thesis shall be officially declared by the Controller of Examinations within 15 days from the date of receipt of the favourable report on the defence of the Thesis and the Controller of Examinations shall issue Provisional certificate to the candidate, certifying that the Ph.D. Degree has been awarded in accordance with the provisions of Regulations of the U.G.C. and provisions of this Direction of the University.

(ii) Once the Ph.D. Degree is awarded to the candidate, one soft copy of the Thesis shall be kept under the custody of the Controller of Examinations. The second hardcopy of the Thesis shall be deposited in the University Library.

(iii) In case of rejection of the Thesis and based on the genuine grounds and recommendation of Board of Research, the Vice-Chancellor shall constitute an independent three-member review panel to review / investigate the cause of rejection of Thesis. The review panel shall examine the research work and the examiners' report thereon and shall submit its findings to the Vice-Chancellor for future improvements. It may also examine the matter to suggest as to whether the candidate can further work on the same topic to rebuild his/ her initial work and the correct course of action for achieving that and time frame needed for resubmission of his / her Thesis without exceeding the maximum time period prescribed for submission of Thesis given in this Direction.

**21. Withdrawal of Ph.D. Degree/Non processing of Ph.D. Thesis.-** If at any stage it is found that the material quoted/ referred in the Thesis is copied from any other source/ Author /Researcher and found the same as plagiarism, then the University shall withdraw the Ph.D. Degree (even if awarded), of such candidate or shall not process the Thesis for further evaluation and examination as the case may be.

**22. Prescribed Fees for Candidate:** The fees shall be such as prescribed by the Management Council of University from time to time and it shall be notified separately from time to time.

**23. Matters which are not specifically covered in the clauses herein above and if any queries regarding the interpretation of any clause of this Direction, then it shall be decided by the Vice-Chancellor and the decision of the Vice-Chancellor shall be final and binding.**

ORDINANCE NO. 12**BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)**

*Implementation of New Education Policy 2020 in ordinances for Three/Four years  
(Hons/Research) Bachelor of Business Administration (B.B.A.) programmes of  
Undergraduate Degree (CBCS Semester Mode)*

- 1) **Title of the Degree – Bachelor of Business Administration (B.B.A.) (Hons/Research)**
- 2) **Name of Faculty / School – Faculty of Management&Commerce / School of Management Studies.**
- 3) **Course Applicability –**
  - 3.1) **Three/Four years (Hons/Research) Bachelor of Business Administration (B.B.A.)** Degree in regular mode. Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC, Government of M.P. and concerned Regulatory Authority.
- 4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

  - i) Passed 10+2 examination or equivalent examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
  - Admissions shall be according to the criteria made by the Admission Committee of the university and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade within time limit specified by Govt of MP.

5) **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee constituted by Vice-Chancellor.

6) **Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

7) **Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

8) **Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme **Bachelor of Business Administration (B.B.A.)**
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
  - a. Disciplinary/interdisciplinary/Major (48 credits)
  - b. Disciplinary/interdisciplinary/Minor (32 credits)
  - c. Generic Elective (16 credits)
  - d. Discipline Specific Elective (16 credits)
  - e. Skill Enhancement Courses/Vocational Courses (12 credits)
  - f. Ability Enhancement Courses (08 credits)
  - g. Field projects/ internship/ apprenticeship/ community engagement and service/ research project (28credits).

Qualification and Credit Requirements are given in Table 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

### 1st Year

**Entry 1:** The entry requirement for Level 5 is successful completion of Class 12<sup>th</sup> from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1:** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

### 2nd Year

**Entry 2.** The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 2:** If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

### 3rd Year

**Entry 3.** The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

**Exit 3:** If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

## 4th Year

*Entry 4.* An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

*Exit 4:* If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

**Table-1: Qualification Type and Credit Requirements –**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor's Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120
Level 8	Bachelor's Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160

The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.

- iv. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- v. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- vi. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively. Rules of the govt/ regulatory authorities will be applicable.

## 9) TYPES OF COURSES

**Courses are the basic units of education and/or training. Types of courses shall be as follows:**

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme. (Major/Minor)
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).
  - b. **Dissertation/Project:** An elective course designed to acquire special/ advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the

competent body. The student will do this work under the guidance of a faculty member.

**iii. Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

*P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.*

**iv. Ability Enhancement Courses (AEC):**

The Ability Enhancement Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
  - Skill Enhancement Courses (SEC) or Vocational Courses.
- “AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;
- Environmental Education
  - English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- v. The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

**10) Course Structure –**

**10.1 First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12<sup>th</sup> with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12<sup>th</sup> with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12<sup>th</sup> with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the

Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

#### 10.2 Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2 .

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

#### 10.3 Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2 .

#### 10.4 Fourth Year (Level 8):

a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.

- The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

#### 10.5 Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

#### 10.6 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.



11) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty Elective Course	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/community engagement and service	Credits	Qualifica- tion (Cre- dient)
		Subject I	Subject II	Subject III						
Level 5	1	Major 1 (6 Credits)	Minor 1 (6 Credits)	Generic Elective Course 1 (4 Credits)	Vocational Course 1 (4 Credits)	1 (4 Credits)		# Inter/Intra Faculty	6+6+4+4 = 20	(4) Undergr Certifi- Main
	2	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)	1 (4 Credits)			6+6+4+4 = 20	(8) Undergr Diploma Fac
	3	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	(12) Bachelor in Main
Level 6	4	1 (6 Credits)	1 (6 Credits)	1 (4 Credits)	1 (4 Credits)				6+6+4+4 = 20	
	5	1 (6 Credits)			1 (4 Credits)		DSE-1 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
Level 7	6	1 (6 Credits)					DSE-2 (4 credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	
	7	1 (6 Credits)	1 Research Methodology (4 Credits)				DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)	6+4+4+6 = 20	(16) Bachelor (Honour in Fac Bach Deg (Revea Main f
Level 8	8	1 (6 Credits)	1 (4 Credits)					1 (10 Credits) Research Project	6+4+10 = 20	
	Total	48 Credits	32 Credits	16 Credits	12 Credits	08 Credits	16 credits	28 Credits	160 Credits	

**12) Choice to Select the MOOC Courses:**

- 12.1** The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2** The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3** The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4** The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5** The University will take a decision for allowing the online courses of SWAYAM if:
- The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
  - Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free of cost in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6** The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be

undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries or with the approval of UFD.

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**16) Examination & Evaluation –**

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3 hours. The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3
- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting

three tests of 20 marks each, of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.

- i. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- ii. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table 3.
- iii. The grading will be made on 10-point scale as described below:

Table-3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent

- iv. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
- v. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table (3).

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- vi. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- vii. The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- viii. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- ix. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- x. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.
- xi. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- xii. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- xiii. The provision for review of answer book in semester system will be available as per the existing rules of the University.
- xiv. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- xv. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.



17) **Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the University/ SWAYAM portal/ UGC shall be followed for evolution and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

18) **Calculation of SGPA/CGPA:**

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. **SGPA** is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$SGPA = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where **ci** is the number of credits offered in the  $i^{th}$  subject of a semester for which SGPA is to be calculated, **pi** is the corresponding Grade Point (GP) earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

- iii. CGPA is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$CGPA = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where **NCj** is the number of total credits offered in the  $J^{th}$  semester, **SGj** is the SGPA earned in the  $J^{th}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

- iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage =  $CGPA \times 10$
- vii. The percentage will be rounded off up to second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

#### 19) Credit Transfer:

- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria. drawing



parity for a course, framed by the university in which the admission is sought by the student.

- 20) If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable due approval of the decision by governing body/ board of management.
- 21) The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI etc issued from time to time will be adopted for implementation.
- 22) In matters not covered under this Ordinance, general rules of the University shall be applicable; the directions of the state government shall be applicable.
- 23) If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.
- 24) **General Instruction –**
  - i. The admission to the **B.B.A.** Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- v. The Reservation for SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India directives from time to time.
- 25) The various Branch/Discipline in the **B.B.A.** programmes in the **Faculty of Management & Commerce/ School of Management Studies** shall include in the fields of - Commercial and Computer Practice, Modern Office Management, Modern Office Management and Secretarial Practices, Modern Office Practice, Stenography and Secretariat Practice, Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management, Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management (PGDBM), Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management (MFM), Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management (PGDM), Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Agri-Business Management, Water Sports Management, Sports Management, Tourism & Hospitality Management, Education Management, Adventure Management, Entrepreneurship.
- 26) Any amendments in NEP 2020/ directives of the regulatory authority/ govt. will be followed by the university.

## ORDINANCE -- 13

## BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (M.B.B.S.)

1. AIMS & OBJECTIVES:

## 1.1 AIMS

1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a physician of first contact who is capable of looking after the preventive, promotive, curative & rehabilitative aspect of medicine.

1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.

1.1.3 To undertake the responsibilities of service situations which is a changing condition and is various types, It is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements. To avail of opportunities and be able to conduct professional requirements, the graduate shall endeavour to have acquired basic training in different aspects of medical care.

1.1.4 The importance of the community aspects of health care and of rural health care services is to be recognized. This aspect of education & training of graduates shall be adequately recognized in the prescribed curriculum. Its importance has been systematically upgraded over the past years and adequate exposure to such experiences should be available throughout all the three phases of education & training. This has to be further emphasized and intensified by providing exposure to field practice areas and training during the internship period. The aim of

the period of rural training during internship is to enable the fresh graduates to function efficiently under such settings.

- 1.1.5 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated on curative aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.
- 1.1.6 There, must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.7 The medical graduate of modern scientific medicine shall endeavour to become capable of functioning independently in both urban and rural environment. He/she shall endeavour to give emphasis on fundamental aspects of the subjects taught and on common problems of health and disease avoiding unnecessary details of specialization.
- 1.1.8 The importance of social factors in relation to the problem of health and diseases shall receive proper emphasis throughout the course and to achieve this purpose, the educational process shall also be community based than only hospital based. The importance of population control and family welfare planning shall be emphasized throughout the period of training with the importance of health and development duly emphasized.
- 1.1.9 Adequate emphasis is to be placed on cultivating logical and scientific habits of thought, clarity of expression and independence of judgment, ability to collect and analyze information and to correlate them.
- 1.1.10 The educational process shall be placed in a historic background as an evolving process and not merely as an acquisition of a large number of disjointed facts without a proper perspective. The history of Medicine with reference to the evolution of medical knowledge both in this country and the rest of the world shall form a part of this process.

- 1.1.11 Lectures alone are generally not adequate as a method of training and

are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on firsthand experience. Students will be encouraged to learn in small groups, through peer interactions so as to gain maximal experience through contacts with patients and the communities in which they live. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.

- 1.1.12 The graduate medical education in clinical subjects shall be based primarily on out-patient teaching, emergency departments and within the community including peripheral health care institutions. The out-patient departments shall be suitably planned to provide training to graduates in small groups.
- 1.1.13 Clinics shall be organized in small groups of preferably not more than 15 students so that a teacher can give personal attention to each student with a view to improve his skill and competence in handling of the patients.
- 1.1.14 Proper records of the work shall be maintained which will form the basis for the students' internal assessment and shall be available to the inspectors at the time of inspection of the college by the National Medical Commission.
- 1.1.15 Maximal efforts shall be made to encourage integrated teaching between traditional subject areas using a problem-based learning approach starting with clinical or community cases and exploring the relevance of various preclinical disciplines in both understanding and resolution of the problem. Every attempt shall be made to de-emphasize compartmentalization of disciplines so as to achieve both horizontal and vertical integration in different phases.

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- 1.1.16 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 15 students
- 1.1.17 Faculty member shall avail modern educational technology while teaching the students and to attain this objective, Medical Education Units/ Departments shall be established in the medical college for faculty development and providing learning resource material to teachers.
- 1.1.18 To derive maximum advantage out of this revised curriculum, the vacation period to students in one calendar year shall not exceed one month, during the 4 1/2 years Bachelor of Medicine and Bachelor of Surgery (MBBS) Course.
- 1.1.19 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.20 History of Medicine - The students will be given an outline on History of Medicine. This will be taught in an integrated manner by subject specialists and will be coordinated by the Medical Education Unit of the Institution.
- 1.1.21 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.22 Integration of ICT in learning process will be implemented.

## 1.2 OBJECTIVES

At the end of undergraduate program, the medical student should be able to:

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training for medical profession fulfil his/her social obligations towards realization of this goal

- 1.2.2 Learn every aspect of National policies on health and devote himself/herself

to its practical implementation

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- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems
- 1.2.8 Appreciate rationale for different therapeutic modalities; be familiar with the administration of the "essential drugs" and their common side effects
- 1.2.9 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine
- 1.2.11 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine, research and documentation skills.
- 1.2.12 Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following.
  - Family Welfare and Maternal and Child Health(MCH)  
Sanitation and water supply.

- Prevention and control of communicable and non-communicable diseases
  - Immunization
  - Health Education
  - IPHS standard of health at various level of service delivery, medical waste disposal
  - Organizational institutional arrangements.
- 1.2.13 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counselling.
- 1.2.14 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 1.2.15 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills
- 1.2.16 Be competent to work in a variety of health care settings.
- 1.2.17 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- 1.2.18 All efforts must be made to equip the medical graduate to acquire the practical skills.

## 2. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:

- 2.1 Eligibility Criteria: No Candidate shall be allowed to be admitted to the Medical Curriculum proper of first Bachelor of Medicine and Bachelor of Surgery (MBBS) Course until. He/she has qualified the National Eligibility Entrance Test, and he/she shall not be allowed to appear for the National Eligibility-cum-Entrance Test until
- 2.1.1 He/she shall complete the age of 17 years on or before 31st December of the year of admission to the MBBS Course
- 2.1.2 He/she has passed qualifying examination as under
- 2.1.3 The higher secondary examination or the Indian School Certificate



Examination which is equivalent to 10+2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of physics, Chemistry, Biology/Bio-technology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council for Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education.

Note: Where the course content is not as prescribed for 10+2 education structure of the National Committee, the candidates will have to undergo a period of one year pre-professional training before admission to the Medical colleges.

Or

2.1.4 The Intermediate examination in science of an Indian University/Board or other recognized examining body with Physics, Chemistry and Biology/Bio-technology which shall include a practical test in these subjects and also English has a compulsory subject

Or

2.1.5 The pre-professional/pre-medical examination with Physics, Chemistry and Biology/Biotechnology, after passing either the higher secondary school examination, or the pre-university or an equivalent examination. The pre-Professional /pre-medical examination shall include a practical test in Physics, Chemistry & Biology /Bio-technology and also English as a compulsory subject.

2.1.6 The first year of the three years degree course of a recognized University, with Physics, Chemistry and Biology/Bio-technology including a practical test in these subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core course

2.1.7 B.Sc examination of an Indian University, provided that he/she has passed the B.Sc examination with not less than two of the following subjects

Physics, Chemistry, Biology (Botany, Zoology)/Bio-technology and further that he/she has passed the earlier qualifying examination with the following subjects - Physics, Chemistry, Biology/Biotechnology and English.

- 2.1.8 Any other examination which, in scope and standard is found to be equivalent to the intermediate science examination of an Indian University/Board, taking Physics, Chemistry and Biology/Bio-technology including practical test in each of these subjects and English.

Note: The pre-medical course may be conducted either at Medical College or a Science College. After the 10+2 course is introduced, the Integrated courses should be abolished.

Selection of Students: The selection of students to M.B.B.S. course shall be based solely on merit of the candidate and determination of merit shall be on the basis of a Competitive Entrance Test

- 2.2 Procedure for selection to MBBS course shall be as follows:-

- 2.2.1 A candidate must have passed in the subjects of Physics, Chemistry, Biology/Bio-technology and English individually; and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology/Bio-technology at the qualifying examination and in addition must have come in the merit list prepared as a result of such competitive entrance examination by securing not less than 50% marks in Physics, Chemistry and Biology/Bio technology taken together in the competitive examination
- 2.2.2 In respect of candidates belonging to Scheduled Castes, Scheduled Tribes or other Backward Classes the marks obtained in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination and competitive entrance examination be 40% instead of 50% as stated above.
- 2.2.3 Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the MBBS course, he shall not be admitted to

that course until he fulfils the eligibility criteria.

- 2.2.4 Provided that the eligibility criteria for admission to persons with locomotory disability of lower limbs will be a minimum of 45P• marks instead of 50% taken together in qualifying examination and competitive entrance examination for admission in MBBS course
- 2.2.5 There shall be a uniform entrance examination to all medical educational institutions at the under graduate level namely 'National Eligibility-cum Entrance Test for admission to MBBS course in each academic year and shall be conducted under overall supervision of the Ministry of Health & Family Welfare, Government of India.
- 2.2.6 The "designated authority" to conduct the 'National Eligibility-Cum Entrance Test' shall be the Central Board of Secondary Education or any other body/organization so designated by the Ministry of Health & Family Welfare, Government of India, in consultation with the National Medical Commission.
- 2.2.7 The language and manner of conducting the 'National Eligibility-Cum Entrance Test' shall be determined by the "des gna ted authority" in consultation with the National Medical Commission and the Ministry of Health and Family Welfare, Government of India
- 2.2.8 In order to be eligible for admission to MBBS Course for a academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in 'National Eligibility-cum-Entrance Test to MBBS course' held for the said academic year However, in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, the minimum marks shall be at 40th percentile. In respect of candidates with benchmark disabilities specified under the Rights of Persons with Disabilities Act, 2016, the minimum marks shall be at 45th percentile The percentile shall be determined on the basis of highest marks secured in the All-India common merit list for admission in 'National Eligibility-cum-Entrance Test for admission to MBBS course.
- Provided when sufficient number of candidates in the respective categories fail to secure minimum marks as prescribed in National

Eligibility-cum Entrance Test held for any academic year for admission to MBBS Course, the Central Government In *consultation* with National Medical Commission may at its discretion lower the minimum marks required for admission to MBBS Course for candidates belonging to respective categories and marks so lower ed by the Central Government shall be applicable for the said academic year only.

2.2.9 The reservation of seats in Medical Colleges for respective categories shall be as per applicable Law prevailing in States/Union Territories. An All India merit list as well as State/Union Territory-wise merit list of the eligible candidates shall be prepared on the basis of marks obtained in 'National Eligibility-cum-Entrance Test and candidates shall be admitted to MBBS course from the said lists only

2.2.10 No candidate who has failed to obtain the minimum eligibility marks as above shall be admitted to MBBS course in the said academic year.

2.2.11 No authority/institution shall admit any candidate to the MBBS course in contravention of the criteria/procedure as laid down by these Regulations and / or in violation of the judgments passed by the Hon'ble Supreme Court in respect of admissions. Any candidate admitted in contravention/violation of aforesaid shall be discharged by the Council forthwith The authority / institution which grants admission to any student in contravention / violation of the Regulations and / or the judgments passed by the Hon'ble Supreme Court, shall also be liable to face such action as may be prescribed by the Council, including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year/years

2.2.12 All admission to MBBS course within the respective categories shall be based solely on the marks obtained in the 'National Eligibility-Cum Entrance Test

### 3. COURSE STRUCTURE:

#### 3.1 TRAINING PERIOD AND TIME DISTRIBUTION

3.1.1 Every student shall undergo a period of certified study extending over 4

and academic years divided into 9 semesters, (i.e. of 5 months each) from the date of commencement of his study for the subjects comprising the medical curriculum to the date of completion of the examination and followed by one year compulsory rotating internship. Each semester will consist of approximately 120 teaching days of 8 hours each college working time, including one hour of lunch.

3.1.2 The period of 4 and 1/2 years is divided into three phases as follows --

Phase-I (two semesters) - consisting of Pre-clinical subjects (Human Anatomy, Physiology including Bio-Physics, Bio-chemistry and introduction to Community Medicine including Humanities). Besides 60 hours for introduction to Community Medicine including Humanities, rest of the time shall be somewhat equally divided between Anatomy and Physiology plus Biochemistry combined (Physiology 2/3 & Biochemistry 1/3).

Phase-II (3 semesters) - consisting of para-clinical/ clinical subjects. During this phase teaching of para-clinical and clinical subjects shall be done concurrently. The para-clinical subjects shall consist of Pathology, Pharmacology, Microbiology, Forensic Medicine including Toxicology and part of Community Medicine. The clinical subjects shall consist of all those detailed below in Phase III. Out of the time for Para-clinical teaching approximately equal time be allotted to Pathology, Pharmacology, Microbiology and Forensic Medicine and Community Medicine combined (1/3 Forensic Medicine & 2/3 Community Medicine).

Phase-III (Continuation of study of clinical subjects for seven semesters after passing Phase-I)

The clinical subjects to be taught during Phase II & III are Medicine and its allied specialties, Surgery and its allied specialties, Obstetrics and Gynaecology and Community Medicine.

Besides clinical posting as per schedule mentioned herewith, rest of the teaching hours be divided for didactic lectures, demonstrations, seminars, group discussions etc. in various subjects.

The Medicine and its allied specialties training will include General Medicine, Paediatrics, Tuberculosis and Chest, Skin and Sexually Transmitted Diseases, Psychiatry, Radio-diagnosis, Infectious diseases etc. The Surgery and its allied specialties training will include General Surgery, Orthopaedic Surgery including Physio-therapy and Rehabilitation, Ophthalmology, Otorhinolaryngology, Anaesthesia, Dentistry, Radio-therapy etc. The Obstetrics & Gynaecology training will include family medicine, family welfare planning etc.

- 3.1.3 The first 2 semester (approximately 240 teaching days) shall be occupied in the Phase I (Pre-clinical) subjects and introduction to a broader understanding of the perspectives of medical education leading to delivery of health care. No student shall be permitted to join the Phase II (Para-clinical/clinical) group of subjects until he has passed in all the Phase I (Pre-clinical subjects).
- 3.1.4 After passing pre-clinical subjects, 1 and year (3 semesters) shall be devoted to para-clinical subjects. Phase II will be devoted to para-clinical & clinical subjects, along with clinical postings. During clinical phase (Phase III) pre clinical and para-clinical teaching will be integrated into the teaching of clinical subjects where relevant.
- 3.1.5 Didactic lectures shall not exceed one third of the time schedule; two third schedule shall include practical, clinical or/and group discussions. Learning process shall include living experiences, problem oriented approach, case studies and community health care activities.
- 3.1.6 The University shall organize admission processes in such a way that teaching in first semester starts by 1st of August each year for this purpose; they shall follow the time schedule indicated in Appendix
  - 3.1.6.1 There shall be no admission of students in respect of any academic session beyond 30th September under any circumstance. The University shall not register any student admitted beyond the said date
  - 3.1.6.2 National Medical Council may direct that any student identified

as having obtained admission after the last date for closure of admission, be discharged from the course of study, or any medical qualification granted to such a student shall not be a recognized qualification for the purpose of the Indian Medical Council Act, 1956

The institution which grants admission to any student after the last date specified from the same shall also be liable to free such action as may be prescribed by NHiM including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year.

- 3.1.7 The supplementary examination for 1<sup>st</sup> professional MBBS examination may be conducted within 6 months so that the students who pass can join the main batch and the failed students will have to appear in the subsequent year provided that the students who pass the supplementary examination shall be allowed to appear in the second professional MBBS examination only after he/she completes the full course of study of three semester (i.e. 18 months) for the second professional MBBS examination irrespective of the examination of the main batch

## 3.2 PHASE DISTRIBUTION AND TIMING OF EXAMINATION:-

6 MONTHS	6 MONTHS	6 MONTHS	
1	2		I Professional examination (during second semester)
3	4	5	II Professional examination (during fifth semester)
6	7		III Professional Part I (during 7th semester)
8	9		III Professional Part II (Final Professional) (during 9 <sup>th</sup> Semesters)

- 3.2.1 Passing in 1st Professional is Compulsory before proceeding to Phase II training
- 3.2.2 A student, who fails in the II<sup>d</sup> professional examination, shall not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination
- 3.2.3 Passing in III<sup>rd</sup> Professional (Part I) examination is not compulsory before entering for 8th & 9th semester training, however passing of III<sup>rd</sup> Professional (Part I) is compulsory for being eligible for III<sup>rd</sup> professional (Part II) examination
- 3.2.4 During third to ninth semesters, clinical postings of three hours duration daily as specified in the Table below is suggested for various departments, after Introductory Course in Clinical Methods in Medicine & Surgery of two weeks each for the whole class.



Total Subject	3rd Semester	4th Semester	5th Semester (Wk )	6th Semester (Wks)	7th Semester (W ks)	8 <sup>th</sup> Semester (W ks)	9th Semester (W ks)	Total (Wks)
General <sup>***</sup> Medicine	6	-	4	-	4	6	6	26
Paediatrics	-	2	-	2	2	4	-	10
Tuberculosis and Chest Diseases	-	2	-	-	-	-	-	02
Skin & STD	-	2	-	2	-	2	-	06
Psychiatry	-	-	2	-	-	-	-	02
Radiology <sup>***</sup>	-	-	-	-	2	-	-	02
General <sup>****</sup> Surgery	6	-	4	-	4	6	6	26
Orthopaedics <sup>***</sup>	-	-	4	4	-	-	2	10
Ophthalmology	-	4	-	4	-	-	2	10
"Ear Nose and Throat	-	4	-	4	-	-	-	08
Obstetrics and Gynaecology including Family Welfare Planning	2	4	4	-	4	4	6	24
Community Medicine	4	4	-	4	-	-	-	12
Casualty	-	-	-	2	-	-	-	02
Dentistry	-	-	-	-	2	-	-	02
<b>Total</b>								
(in Weeks)	18	22	18	22	18	22	22	142

Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester

" This posting includes training in Radio diagnosis and Radiotherapy where existent.

\*\*This posting includes exposure to Rehabilitation and Physiotherapy

"" This posting includes exposure to laboratory medicine and infectious diseases

\*\*\*\* This includes maternity training and Family medicine and the 3rd semester posting shall be in Family Welfare\Planning.

### 3.3 Migration

3.3.1 Migration of students from one medical college to another medical college may be granted on any genuine ground subject to the availability of vacancy in the college where migration is sought and fulfilling the other requirements laid down in the Regulations. Migration would be restricted to 5% of the sanctioned intake of the college during the year. No migration will be permitted on any ground from one medical college to another located within the same city.

3.3.2 Migration of students from one College to another is permissible only if both the colleges are recognized by the Central Government under section 11(2) of the Indian Medical Council Act, 1956 and further subject to the condition that it shall not result in increase in the sanctioned intake capacity for the academic year concerned in respect of the receiving medical college.

3.3.3 The applicant candidate shall be eligible to apply for migration only after qualifying in the first professional MBBS examination Migration during clinical course of study shall not be allowed on any ground.

3.3.4 For the purpose of migration an applicant candidate shall first obtain "No Objection Certificate" from the college where he is studying for the present and the university to which that college is affiliated and also from the college to which migration is sought and the university to which that college is affiliated. He / She shall submit his application for migration within a period of one month of passing (Declaration of result) of the 1st Professional MBBS examination along with the above cited for "No Objection Certificates" to (a) the Director of Medical Education of the State, if migration is sought from one college to another within the same State or (b) the Medical Council of India, if the migration is sought from one college to another located outside the State.

3.3.5 A student who has joined another college on migration shall be eligible to

appear in the II<sup>nd</sup> professional MBBS examination only after attaining the minimum attendance in that college in the subjects, lectures, seminars etc. required for appearing in the examination prescribed under Regulation 12(1)

**Note-1:**

The Chirayu University/Institutions shall frame appropriate guidelines for grant of No Objection Certificate or migration, as the case may be, to the students subject to provisions of these regulations.

**Note-2:**

Any request for migration not covered under the provisions of these Regulations shall be referred to the National Medical Commission for consideration on individual merits by the Director (Medical Education) of the State or the Head of Central Government Institution concerned. The decision taken by the Council on such requests shall be final.

**Note-3:**

The Institution shall send intimation to the National Medical Commission about the number of students admitted by them on migration within one month of their joining. It shall be open to the Council to undertake verification of the compliance of the provisions of the regulations governing migration by the Colleges at any point of time.

**4. COMMENCEMENT OF COURSE:**

- 4.1 The MBBS course shall commence with effect from 1st August of respective year or as per prevailing rules.
- 4.2 The last date up to which students can be admitted against vacancies arising due to any reason shall be 30th September of respective year or as per prevailing rules

**5. REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS:**

- 5.1 Examination Regulations - Essentialities for qualifying to appear in professional

examinations.

The performance in essential components of training are to be assessed, based on.

#### 5.1.1 Attendance

75% attendance in a subject for appearing in the examination is Compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practical's, hospital (Tertiary Secondary, Primary) posting and bed side clinics etc.

#### 5.1.2 Internal Assessment

5.1.2.1 It Shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc:

5.1.2.2 Regular periodical examinations shall be conducted throughout the course The questions of number of examinations shall be decided by the Institutions.

5.1.2.3 Day to day records shall be given importance during internal assessment.

5.1.2.4 Weightage for the internal assessment shall be 20% of the total marks in each subject

5.1.2.5 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.

5.1.2.6 Internal assessment shall relate to different ways in which students participation in learning process during semesters in evaluated. Some examples are as follows:

- Preparation of subject for student's seminar.

-- Preparation of a clinical case for discussion

Clinical case study/problem solving exercise.

Participation in Project for health care in the community (planning stage to evaluation)

- Proficiency in carrying out a practical or a skill n small research project.

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- Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded.

Some of the items can be assigned as Home work/Vacation work.

#### 6. APPOINTMENT OF EXAMINERS:

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final Professional examinations for the award of the MBBS degree unless he has taken at least five years previously, a post graduate degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the Council on teachers eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position
- 6.2 There shall be at least four examiners for 100 students, out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and coordinator of the whole examination programme so that uniformity in the matter of assessment of candidates is maintained. Where candidates appearing are more than 100, one additional examiner, for every additional 50 or part thereof candidates appearing, be appointed
- 6.3 Non-medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate qualifications and five year teaching experience of medical students after obtaining their postgraduate qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream
- 6.4 External examiners shall not be from the same university and preferably be from outside the state
- 6.5 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.6 Except Head of the department of subject concerned in a college/institution, all

other with the rank of reader or equivalent and above with requisite qualifications and *experience* shall be appointed *second* internal examiners by rotation in their subjects, provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

7. UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL/CLINICAL:

- 7.1 Theory papers will be prepared by the examiners as prescribed. Nature of questions will be short answer type/objective type, marks for each part indicated separately. Question papers should preferably be of short structure/objective type.
- 7.2 Practicals/clinicals will be conducted in the laboratories or hospital wards. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation.
- 7.3 Viva/oral includes evaluation of management approach and handling of emergencies. Candidates' skill in interpretation of common investigative data, x-rays, identification of specimens, ECG etc also is to be evaluated.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of short structure/objective type.
- 7.6 Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination.
- 7.7 During evaluation it shall be ascertained if the candidate has acquired the desired practical skills.
- 7.8 There shall be one main examination in a year and a supplementary to be held

not later than 6 months after the publication of its results Universities Examinations shall be held as under:-

**7.8.1 First Professional.**

In the second Semester of Phase I training, in the subjects of Anatomy, Physiology and Bio-Chemistry

**7.8.2 Second Professional:-**

In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacology and Forensic Medicine

**7.8.3 Third Professional -**

Part I- in the Seventh Semester of Phase III, in the subjects of *Ophthalmology, Oto-rhino-laryngology and Community Medicine.*

**7.8.4 Third Professional:-**

Part II-(Final Professional) - At the end of Phase III training in the subjects of Medicine, Surgery, Obstetrics & Gynecology and Pediatrics.

**Note:**

- a) Results of University examinations shall be declared before the start of teaching for next semester.
- b) Passing in 1st Professional is compulsory before proceeding to Phase II training
- c) A student, who fails in the II<sup>nd</sup> professional examination, should not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination.
- d) Passing in III<sup>rd</sup> Professional (Part-I) is compulsory for being eligible for III<sup>rd</sup> Professional (Part II) examination

**7.9 Distribution of marks to various disciplines:**

**7.9.1 First Professional examination :( Pre-clinical Subjects):-**

**Anatomy:**

Theory Two papers of 50 marks each

(One applied question of 10 marks in each paper) 100marks.

Oral (Viva)

20 marks

Practical

40 marks

1 . I Internal Assessment

(Theory-20, Practical-20)

40 marks

Total

200 marks

**Physiology including Biophysics**

Theory-Two papers of 50 marks each

(One applied question of 10 marks in each paper) 100 marks

Oral (Viva)

20 marks

Practical

40 marks

Internal Assessment

(Theory-20; Practicat-20)

40 marks

Total

200 marks

**Biochemistry**

Theory-Two papers of 50 marks each

(One applied question of 10 marks in each paper) 100 marks

Oral (Viva)

20 marks

Practical

40 marks

Internal Assessment

(Theory 20, Practical-20)

40 marks

Total

200 marks

Pass. In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals.

**7.9.2 Second Professional Examination:(Para-clinical subjects)****Pathology**

Theory-Two papers of 40 marks each

(One applied question of 10 marks each paper) 80 marks

Oral (Viva)

15 marks

Practical

25 marks

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Internal assessment	
(Theory-15; Practical-15)	30 marks

<b>Total</b>	<b>150 marks</b>
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### Microbiology

Theory-Two papers of 40 marks each

(One applied question of 10 marks each paper) 80 marks

Oral (Viva) 15 marks

Practical 25 marks

Internal assessment

(Theory 15; Practical-15) 30 marks

**Total 150 Marks**

### Pharmacology

Theory-Two papers of 40 marks each

Containing one question on clinical therapeutics 80 marks

Oral (Viva) 15 marks

Practical 25 marks

Internal assessment

(Theory-15; Practical-15) 30 marks

**Total 150 Marks**

### Forensic Medicine

Theory-one paper 40 marks

Oral (Viva) 10 marks

Practical/Clinical 30 marks

Internal assessment

(Theory 10; Practical-10) 20 marks

**Total 100 marks**

Pass: In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50%

in Practicals/clinicals

## 7.9.3 Third Professional — Part I (Clinical Subjects)

Part 1. To be conducted during end period of seventh semester.

**Ophthalmology**

Theory: One paper 40 marks

(Should contain one question on pre-clinical and para-clinical aspects, of 10 marks)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory- 10, Practical-10)

Total	100 marks
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**Oto-Rhino-Laryngology**

Theory One paper 40 marks

(Should contain one question on pre-clinical and para-clinical aspects, of 10 marks)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory 10, Practical-10)

Total	100 marks
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**Community Medicine including Humanities**

Theory Two papers of 60 marks each 120 marks

(Includes problem solving, applied aspects of management at primary level including essential drugs, occupational (agro based) diseases, rehabilitation and social aspects of community).

Oral (Viva) 10 marks

Practical/Project evaluation 30 marks

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Internal assessment 40 marks  
(Theory 20, Practical-20)

Total	200 marks
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**Pass:**

In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% on practicals/clinicals.

**7.9.4 Third Professional — Part II**

Each paper shall have two sections. Questions requiring essay type answers may be avoided.

**Medicine**

Theory- Two papers of 60 marks each 120 marks

Paper I - General Medicine

Paper II — General Medicine (including Psychiatry, Dermatology and S.T.D.)

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) Interpretation of X-ray ECG, etc. 20 marks

Clinical (Bed side) 100 marks

Internal assessment 60 marks

(Theory-30, Practical-30)

Total	300 marks
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**Surgery**

Theory-Two papers of 60 marks each 120 marks

Paper-1-General Surgery (Section 1)

Orthopaedics (Section 2)

Paper II-General Surgery including

Anaesthesiology, Dental diseases and Radiology.

(Shall contain one basic sciences and allied subjects)

Oral (Viva) Interpretation of Investigative data 20 marks

Clinical (Bed Side) 100 marks

Internal assessment 60 marks

(Theory-30; Practical-30) 60 marks

**Total 300 marks**

Paper 1 of Surgery shall have one section in Orthopaedics. The question on Orthopaedic Surgery be set and assessed by examiners who are teachers in the orthopaedic surgery.

#### **Obstetrics and Gynaecology**

Theory Two papers of 40 marks each 80 marks

Paper I- Obstetrics including social obstetrics.

Paper II- Gynaecology, Family Welfare and Demography

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) including record of delivery cases (20+10) 30 marks

Clinical 50 marks

Internal assessment

(Theory-20; Practical 20) 40 marks

total

**Total 200 marks**

#### **Paediatrics (Including Neonatology)**

Theory: One paper 40 marks

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory-10; Practical-10 marks)

**Total 100 marks**

Pass: In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Practical/Clinical.

#### **7.10 Criteria for Passing**

- 7.10.1 Results of University examinations shall be preferably declared before the start of teaching for next semester
- 7.10.2 Passing in 1st Professional is compulsory before proceeding to Phase II training.
- 7.10.3 A student who fails in the II<sup>nd</sup> professional examination, should not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination.
- 7.10.4 Passing in III<sup>rd</sup> Professional (Part-1) is compulsory for being eligible for III<sup>rd</sup> Professional (Part-II) examination.
- 7.11 Division and Merit list
- 7.11.1 The division shall be awarded only after 3<sup>rd</sup> part II university examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> part I and 3<sup>rd</sup> part II MBBS University examinations There shall be only three divisions as follows-
- |                     |   |                             |
|---------------------|---|-----------------------------|
| Distinction /honors | : | 75% and above               |
| 1st division        | : | 60% and above but below 75% |
| 2nd division        | : | 50% and above but below 60% |
- 7.11.2 The merit shall be declared by the university after the declaration of result of 3<sup>rd</sup> Part II M B B S university examination on the basis of the integrated performance of all the four M B B S. university examinations. The merit list shall include first 10 candidates securing at least 1<sup>st</sup> division and passing all M B B S, university examination in first attempts with all subjects taken together.
- 7.12 Condonation of deficiency in marks
- 7.12.1 Grace Marks in allied specialty will be as per the norms of the Apex council of that faculty, in case apex council of that faculty does not mention about grace marks, the benefit of grace marks given in different head of passing shall not exceed one percent of aggregate marks in that examination upto maximum of 5 marks or as decided by University policy
- 7.12.2 Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire

Examination in the same attempt

7.12.3 Provided further that the benefit of total gracing marks under this Ordinance, may be divided between more than one subjects if the candidate passes the entire Examination in the same attempt.

7.12.4 Provided further that the benefit of total gracing marks under this Ordinance, are for particular year and for particular examination, accumulation of the gracing marks cannot be claimed.

7.12.5 After award of grace marks the result of the concerned M.B.B.S. university examination shall be declared as "Pass by grace".

#### 8. REVALUATION/ RETOTALING

8.1 Re-totalling- The university on application and remittance of stipulated fees as prescribed by the university shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subjects for which a candidate has appeared in the university examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

8.2 Revaluation- Revaluation of theory papers in all years of study of the M.B.B.S. course shall be permissible by the university on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

#### 9. INTERNSHIP:

Internship is a phase of training wherein a graduate will acquire the skills and competencies for practice of medical and health care under supervision so that he/she can be certified for independent medical practice as an Indian Medical Graduate. In order to make trained work force available, it may be considered as a phase of training wherein the graduate is expected to conduct actual practice under the supervision of a trained doctor. The learning methods and modalities have to be done during the MBBS course itself with larger number of hands on session and practice on simulators.

- 9.1 Goal: The goal of the internship programme is to train medical students to fulfill their roles as doctors of first contact in the community
- 9.2 Objectives: At the end of the internship period, the medical graduate will possess all competencies required of an Indian Medical Graduate, namely
- 9.2.1 Independently provide preventive, promotive, curative and palliative care with compassion.
- 9.2.2 Function as leader and member of the health care team and health system,
- 9.2.3 Communicate effectively with patients, families, colleagues and the community,
- 9.2.4 Be certified in diagnostic and therapeutic skills in different disciplines of medicine taught in the undergraduate programme,
- 9.2.5 Be a lifelong learner committed to continuous improvement of skills and knowledge,
- 9.2.6 Be a professional committed to excellence and is ethical, responsive and accountable to patients, community and profession.
- 9.3 Time Distribution
- |  |          |
|--|----------|
| Community Medicine (Residential posting)                   | 2 months |
| General Medicine including 15 days of Psychiatry           | 2 months |
| General Surgery including 15 days Anaesthesia              | 2 months |
| Obstetrics & Gynaecology including Family Welfare Planning | 2 months |
| Pediatrics   | 1 month  |
| Orthopaedics including PM & R                              | 1 month  |
| Otorhinolaryngology  | 15 days  |
| Ophthalmology  | 15 days  |
| Casualty   | 15 days  |
| Elective posting (1x15 days)                               | 15 days  |

Subjects for Elective posting will be as follows

- Dermatology, Venereology & Leprosy
- Respiratory Medicine
- Radio diagnosis

- Forensic Medicine & Toxicology
- Blood Bank
- Psychiatry

Note: **Structure internship** with assessment at the end in the college.

#### 9.4 GENERAL CONSIDERATIONS AND TEACHING APPROACH

The provisions contained in Part II of these Regulations shall apply to the MBBS course starting from academic year 2019-20 onwards

##### 9.4.1 Indian Medical Graduate Training Programme

The undergraduate medical education programme is designed with a goal to create an "Indian Medical Graduate" (IMG) possessing requisite knowledge, skills, attitudes, values and responsiveness, so that she or he may function appropriately and effectively as a physician of first contact of the community while being globally relevant. To achieve this, the following national and institutional goals for the learner of the Indian Medical Graduate training programme are hereby prescribed:

##### 9.4.2 National Goals:

At the end of undergraduate program, the Indian Medical Graduate should be able to:

Recognize "health for all" as a national goal and health right of all citizens and by undergoing training for medical profession to fulfill his/her social obligations towards realization of this goal.

9.4.2.1 Learn every aspect of National policies on health and devote her/him to its practical implementation.

9.4.2.2 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases

9.4.2.3 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living

9.4.2.4 Become exemplary citizen by observance of medical ethics and fulfilling social and professional obligations, so as to respond to

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national aspirations

#### 9.4.3 Institutional Goals'

9.4.3.1. In consonance with the national goals *each* medical institution should evolve institutional goals to define the kind of trained manpower (or professionals) they intend to produce. The Indian Medical Graduates coming out of a medical institute should:

9.4.3.2 be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant Investigations.

9.4.3.3 be competent to practice preventive, promotive, curative, palliative and rehabilitative medicine in respect to the commonly encountered health problems

9.4.3.4 appreciate rationale for different therapeutic modalities; be familiar with the administration of "essential medicines" and their common adverse effects

9.4.3.5 Be able to appreciate the *socio-* psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.

9.4.3.6 Possess the attitude for continued self-learning and to seek further expertise or to pursue research in any chosen area of medicine, action research and documentation skills

9.4.3.7 Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following:

9.4.3.8 Family Welfare and Maternal and Child Health (MCH)

9.4.3.9 Sanitation and water supply

9.4.3.10 Prevention and control of communicable and non-communicable diseases

9.4.3.1.1 Immunization

9.4.3.1.2 Health Education

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9.4.3.13 Indian Public Health Standards (IPHS), at various levels of service delivery.

9.4.3.14 Bio medical waste disposal

9.4.3.15 Organizational and/or institutional arrangements.

9.4.3.16 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, hospital management, inventory skills and counseling.

9.4.3.17 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.

9.4.3.18 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.

9.4.3.19 Be competent to work in a variety of health care settings

9.4.3.20 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.

10. All efforts *must* be made to equip the medical graduate to acquire the desired skills.

#### 10.1 Goals and Roles for the Learner

In order to fulfil the goal of the IMG training programme, the medical graduate must be able to function in the following roles appropriately and effectively -

10.1.1 Clinician who understands and provides preventive, promotive, curative, palliative and holistic care with compassion.

10.1.2 Leader and member of the health care team and system with capabilities to collect, analyze, synthesize and communicate health data appropriately

10.1.3 Communicator with patients, families, colleagues and community.

10.1.4 Lifelong learner committed to continuous improvement of skills and knowledge

10.1.5 Professional, who is committed to excellence, is ethical, responsive and accountable to patients, community and profession

11. Competency Based Training Programme of the Indian Medical Graduate:

Competency based learning would include designing and implementing medical education curriculum that focuses on the desired and observable ability in real life situations. In order to effectively fulfill the roles, the Indian Medical Graduate would have obtained the following set of competencies at the time of graduation:

- 11.1 Clinician, who understands and provides preventive, promotive, curative, palliative and holistic care with compassion
- 11.2 Demonstrate knowledge of normal human structure, function and development from a molecular, cellular, biologic, clinical, behavioural and social perspective.
- 11.3 Demonstrate knowledge of abnormal human structure, function and development from a molecular, cellular, biological, clinical, behavioural and social perspective
- 11.4 Demonstrate knowledge of medico legal, societal, ethical and humanitarian principles that influence health care
- 11.5 Demonstrate knowledge of national and regional health care policies including the National Health Mission that incorporates National Rural Health Mission (NRHM) and National Urban Health Mission (NUHM), frameworks, economics and systems that influence health promotion, healthcare delivery, disease prevention, effectiveness, responsiveness, quality and patient safety.
- 11.6 Demonstrate ability to elicit and record from the patient, and other relevant sources including relatives and caregivers, a history that is complete and relevant to disease identification, disease prevention and health promotion.
- 11.7 Demonstrate ability to elicit and record from the patient, and other relevant sources including relatives and caregivers, a history that is contextual to gender, age, vulnerability, social and economic status, patient preferences,

beliefs and values.

- 11.8 Demonstrate ability to perform a physical examination that is complete and relevant to disease identification, disease prevention and health promotion.
- 1.1.9 Demonstrate ability to perform a physical examination that is contextual to gender, social and economic status, patient preferences and values
- 11.10 Demonstrate effective clinical problem solving, judgment and ability to interpret and integrate available data in order to address patient problems, generate differential diagnoses and develop individualized management plans that include preventive, promotive and therapeutic goals.
- 11.11 Maintain accurate, clear and appropriate record of the patient in conformation with legal and administrative frame works.
- 2.1.12 Demonstrate ability to choose the appropriate diagnostic tests and interpret these tests based on scientific validity, cost effectiveness and clinical context
- 11.13 Demonstrate ability to prescribe and safely administer appropriate therapies including nutritional interventions, pharmacotherapy and interventions based on the principles of rational drug therapy, scientific validity, evidence and cost that conform to established national and regional health programmes and policies for the following:
  - 11.14 Disease prevention,
  - 11.15 Health promotion and cure,
  - 11.16 Pain and distress alleviation, and
  - 11.17 Rehabilitation.
- 11.18 Demonstrate ability to provide a continuum of care at the primary and/or secondary level that addresses chronicity, mental and physical disability
- 11.19 Demonstrate ability to appropriately identify and refer patients who may require specialized or advanced tertiary care
- 1.1.20 Demonstrate familiarity with basic, clinical and translational research as it applies to the Care of the patient

11.21 Leader and member of the health care team and system

11.21.1 Work effectively and appropriately with colleagues in an inter professional health care team respecting diversity of roles, responsibilities and competencies of other professionals.

11.21.2 Recognize and function effectively, responsibly and appropriately as a health care team leader in primary and secondary health care settings

11.21.3 Educate and motivate other members of the team and work in a collaborative and collegial fashion that will help maximize the health care delivery potential of the team.

2.1.21.4 Access and utilize components of the health care system and health delivery in a manner that is appropriate, cost effective, fair and in compliance with the national health care priorities and policies, as well as be able to collect, analyze and utilize health data.

11.21.5 Participate appropriately and effectively in measures that will advance quality of health care and patient safety within the health care system.

1.1.21.6 Recognize and advocate health promotion, disease prevention and health care quality improvement through prevention and early recognition. in a) life style diseases and b) cancers, in collaboration with other members of the health care team.

1.1.22 Communicator with patients, families, colleagues and community

11.22.1 Demonstrate ability to communicate adequately, sensitively, effectively and respectfully with patients in a language that the patient understands and in a manner that will improve patient satisfaction and health care outcomes.

11.22.2 Demonstrate ability to establish professional relationships with patients and families that are positive, understanding, humane, ethical, empathetic, and trustworthy

11.22.3 Demonstrate ability to communicate with patients in a manner respectful of patient's preferences, values, prior experience, beliefs, confidentiality and privacy.

11.22.4 Demonstrate ability to communicate with patients, colleagues and families in a manner that encourages participation and shared decision-making

11.23 Lifelong learner committed to continuous improvement of skills and knowledge

11.23.1 Demonstrate ability to perform an objective self-assessment of knowledge and skills, continue learning, refine existing skills and acquire new skills.

11.23.2 Demonstrate ability to apply newly gained knowledge or skills to the care of the patient.

11.23.3 Demonstrate ability to introspect and utilize experiences, to enhance personal and professional growth and learning.

11.23.4 Demonstrate ability to search (including through electronic means), and critically evaluate the medical literature and apply the information in the care of the patient

11.23.5 Be able to identify and select an appropriate career pathway that is professionally rewarding and personally fulfilling

11.24 Professional who is committed to excellence, is ethical, responsive and accountable to patients, community and the profession

11.24.1 Practice selflessness, integrity, responsibility, accountability and respect

11.24.2 Respect and maintain professional boundaries between patients, colleagues and society.

11.24.3 Demonstrate ability to recognize and manage ethical and

11.24.4 Abide by prescribed ethical and legal codes of conduct and practice

11.24.5 Demonstrate a commitment to the growth of the medical profession as a whole.

## 12. Broad Outline on training format

In order to ensure that training is in alignment with the goals and competencies

- 12.1 There shall be a 'Foundation Course' to orient medical learners to MBBS programme, and provide them with requisite knowledge, communication (including electronic), technical and language skills.
  - 12.2 The curricular contents shall be vertically and horizontally aligned and integrated to the maximum extent possible in order to enhance learner's interest and eliminate redundancy and overlap.
  - 12.3 Teaching- learning methods shall be learner centric and shall predominantly include small group learning, interactive teaching methods and case based learning.
  - 12.4 Clinical training shall emphasize early clinical exposure, skill acquisition, certification in essential skills, community/primary/secondary care-based learning experiences and emergencies.
  - 12.5 Training shall primarily focus on preventive and community based approaches to health and disease, with specific emphasis on national health priorities such as family welfare, communicable and non- communicable diseases including cancer, epidemics and disaster management
  - 12.6 Acquisition and certification of skills shall be through experiences in patient care, diagnostic and skill laboratories.
  - 12.7 The development of ethical values and overall professional growth as an integral part of curriculum shall be emphasized through a structured longitudinal and dedicated programme on professional development including attitude, ethics and communication.
  - 12.8 Progress of the medical learner shall be documented through structured periodic assessment that includes formative and summative assessments. Logs of skill based training shall be also maintained.
- Appropriate Faculty Development Programmes shall be conducted

regularly by institutions to facilitate medical teachers at all levels to continuously update their professional and teaching skills, and align their teaching skills to curricular objectives

**13. CANCELLATION OF ADMISSION:**

13.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

13.1.1 He/ She is not found to be qualified or eligible as per NMC norms and guidelines

13.1.2 He/ She is found to have produced false / forged documents or found to have used unfair means to secure admission.

13.1.3 He/ She is found to be involved in serious breach of discipline in the institution or the university campus.

**14. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Principal Constituent College. The decision of the Chancellor shall be final



## APPENDIX-A

## Prescribed Teaching Hours:-

Following minimum teaching hours are prescribed in various disciplines,

## A. Pre- Clinical Subjects (Phase-I-First and Second Semester)

Anatomy	650 Hrs.
Physiology	480 Hrs.
Biochemistry	240 Hrs.
Community Medicine	60 Hrs.

## B Para- Clinical Subjects (Phase -II-5th to 7th Semester)

Pathology	300 Hrs
Pharmacology	300 Hrs
Microbiology	250 Hrs
Community Medicine	200 Hrs
	(Including 8 weeks posting of 3 hrs each)
Forensic Medicine	100 Hrs.

Teaching of Para-clinical Subjects shall be 4 Hrs Per day in 3rd Semester and 3Hrs per Day in 4th and 5th Semester

## C. Clinical Subjects

1. Clinical Posting as per chart attached.
2. Theory lectures, demonstrations and Seminars etc in addition of clinical postings as under The clinical lectures to be held from 4<sup>th</sup> Semester onwards ( See attached time table)

Subjects	Duration
Gen Medicine	300 Hrs
Gen. Surgery	300 Hrs
Pediatrics	100 Hrs

Orthopedic	100 Hrs
T B. & Chest	20 Hrs
Ophthalmology	100 Hrs
Psychiatry	20 Hrs
ENT	70 Hrs
Skin and STD	30 Hrs
Radiology	20 Hrs
Community Medicine	50 Hrs
Dentistry	10 Hrs
Anesthesia	20 Hrs
Obst & Gynae	300 Hrs

## NOTE: -

- This period of training is minimum suggested.
- Adjustments where required depending on availability of time shall be made
- This period of training does not include university examination period.
- Extra time available be devoted to other Sub-specialities.
- Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester
- This posting shall include training in Radio diagnosis
- This posting includes exposure to Rehabilitation Physiotherapy
- This posting includes exposure to laboratory medicine and infectious diseases.
- This posting includes exposure to dressing and Anaesthesia
- This includes maternity training and Family medicine and the 3rd semester posting shall be in Family Welfare Planning

## ORDINANCE NO. 14

## DOCTOR OF MEDICINE (M.D.) AND MASTER OF SURGERY(M.S.)

## GENERAL RULE

These general rules are subject to alterations from time to time. The degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

## SUBJECTS OF AWARDS

## M.D.

1. Anatomy
2. Physiology
3. Biochemistry
4. Pathology
5. Pharmacology
6. Microbiology
7. Community Medicine
8. General Medicine
9. Paediatrics
10. Anaesthesiology
11. Dermatology, Venereology & Leprosy
12. Psychiatry
13. Radiodiagnosis
14. Radiation Oncology
15. Emergency Medicine
16. Respiratory Medicine

## M.S.

1. General Surgery
2. Obstetrics & Gynaecology
3. Orthopaedics
4. Ophthalmology
5. Otorhinolaryngology (E.N.T.)

## 1.0 AIMS &amp; OBJECTIVES

## 1.1 AIMS

The goal of postgraduate medical education shall be to produce competent specialists and/or Medical teachers.

- 1.1.1 Who shall recognize the health needs of the community, and carry out professional

obligations ethically and in keeping with the objectives of the national health policy

1.1.2 Who shall have mastered most of the competencies, pertaining to the speciality, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system;

1.1.3 Who shall be aware of the contemporary advance and developments in the discipline concerned;

1.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology; and

1.1.4 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals

## 1.2 OBJECTIVES

At the end of the postgraduate training in the discipline concerned the student shall be able to;

1.2.1 Recognize the importance to the concerned speciality in the context of the health needs of the community and the national priorities in the health section.

1.2.2 Practice the speciality concerned ethically and in step with the principles of primary health care.

1.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned speciality.

1.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies.

1.2.5 Diagnose and manage majority of the conditions in the speciality concerned on the basis of clinical assessment, and appropriately selected and conducted investigations.

1.2.6 Plan and advise measures for the prevention And rehabilitation of patients suffering from disease and Disability related to the speciality.

1.2.7 Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.

1.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behaviour in accordance with the societal norms and expectations.

1.2.9 Play the assigned role in the implementation of national health programme, effectively and responsibly.

1.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation.

1.2.11 Develop skills as a self-directed learner, recognize continuing education needs; select and

use appropriate Learning resources.

1.2.12 Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyze relevant published research literature.

1.2.13 Develop skills in using educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers.

1.2.14 Function as an effective leader of a health team engaged in health care, research or training.

### 1.3 STATEMENT OF THE COMPETENCIES :

Keeping in view the general objectives of postgraduate training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has produced a statement to bring it to the notice of the trainees in the beginning of the programme so that he or she can direct the efforts towards the attainment of these competencies.

### 1.4 COMPONENTS OF THE POSTGRADUATE CURRICULUM

The major components of the Postgraduate curriculum shall be

1.4.1 Theoretical knowledge

1.4.2 Practical and clinical skills,

1.4.3 Writing Thesis / Research articles.

1.4.4 Attitudes including communication skills.

1.4.5 Training in research methodology, Medical Ethics and Medicolegal aspects.:

## 2.0 COURSE STRUCTURE

### 2.1 Training Period and Time Distribution

The period of training for obtaining the degrees shall be three completed years including the period of examination. Provided that in the case of students having a recognised two year postgraduate diploma course in the same subject, the period of training, including the period of examination, shall be two year.

### 2.2 Timing of Examinations:

The examinations shall be organised on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and competence at the end of the training and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for M.S./ M.D., shall be held at the end of 3 academic years (six academic terms). The academic terms shall mean six months training period.

## 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

3.1 Eligibility Criteria: Candidate for M.D./M.S. degree must be

3.1.1 An M.B.B.S. of any University recognized by the National Medical Commission.

3.1.2 Completed one year of Internship by year of admission. Cutoff date declared by Competent Authority / Central Council.

3.2 Selection of Students:

Students for Postgraduate medical courses shall be selected strictly on the basis of their academic merit:

3.2.1 The merit as determined by 'Common Entrance Test' conducted by Chirayu University/ Central Council.

Provided that wherever entrance test for Postgraduate admission is held the minimum percentage of marks for eligibility for admission to postgraduate medical courses shall be fifty per cent for general category candidates and 40 per cent for the candidate belonging to Scheduled Castes, Scheduled Tribes and Other Backward classes or as prescribed by Statutory Body/Competent Authority.

3.3 Migration:

Migration/transfer of students undergoing any postgraduate course shall not be permitted by any University or any authority.

#### 4.0 COMMENCEMENT OF COURSE

The M.D /M.S. course shall commence with effect from 2<sup>nd</sup> May of respective year or as prescribed by Statutory Body/Competent Authority

#### 5.0

#### REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 Examination Regulations Essentialities for qualifying to appear in professional examinations.

The performance in essential components of training are to be assessed, based on:

5.1.1 Attendance:

All candidates joining the Post Graduate training programme shall work as full time residents during the period of training, attending not less than 80% (Eighty percent) of the training during each calendar year, and given full time responsibility, assignments and participation in all facets of the educational process.

5.1.2 Internal Assessment:

5.1.2.1 Post Graduate students shall maintain a record (log) book of the work carried out by them and the training programme undergone during the period of training including details of surgical operations assisted or done independently by M.S. candidates.

5.1.2.2 The record books shall be checked and assessed by the faculty members imparting the training.

5.1.2.3 Internal assessment shall also be based on the following:

5.1.2.3.1 Basic Medical Sciences Lectures, Seminars, Journal Clubs, Group Discussions, Participation in laboratory and experimental work, and involvement in research studies in the concerned speciality and exposure to the applied aspects of the subject relevant to clinical specialities.

5.1.2.3.2 Clinical disciplines

In service training, with the students being given graded responsibility in the management and treatment of patients entrusted to their care; participation in Seminars, Journal clubs, Group Discussions, Clinical Meetings, Grand rounds, and Clinico-Pathological Conferences; practical training in Diagnosis and medical and Surgical treatment; training in the Basic Medical Sciences, as well as in allied clinical specialities.

## 6.0 APPOINTMENT OF EXAMINERS

6.1 No person shall be appointed as an internal examiner in any subject unless he/she has three years experience as recognized PG teacher in the concerned subject. For external examiners, he/she should have minimum six years of experience as recognized PG teacher in the concerned subject.

6.2 There shall be at least four examiners in each subject at an examination out of which at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfils the condition laid down in clause - 1 above shall ordinarily be invited from another recognized University, from outside the State: provided that in exceptional circumstances examinations may be held with 3 (three) examiners if two of them are external and Medical council of India is intimated with the justification of such examination and the result in such a case shall be published with the approval of Medical Council of India.

6.3 An examiner shall ordinarily be appointed for not more than two consecutive terms.

6.4 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.

6.5 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.

7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

Vice Chancellor



## 7.1 THESIS

7.1.1 Every candidate shall carry out work on an assigned research project under the guidance of a recognized Post Graduate Teacher, the result of which shall be written and submitted in the form of a thesis.

7.1.2 Thesis shall be submitted and approved before commencement of theory and clinical / practical examination.

7.1.3 The thesis shall be examined by a minimum of four examiners: two internal and two external, and on acceptance of the thesis by minimum two examiners, including one external, the candidate shall be eligible for appearing for final examination

## 7.2 THEORY

7.2.1 There shall be four theory papers,

7.2.2 One paper out of these shall be on Basic Medical Sciences, and fourth paper on Recent Advances.

7.2.3 The second and third paper shall be based on syllabus as specified by the concerned subject specialty.

7.2.4 The first and fourth theory paper shall be set and evaluated by two internal examiners and the second and third paper shall be set and evaluated by two external examiners.

7.2.5 The theory examination will be held sufficiently earlier than the Clinical and Practical examination, so that the answer books can be assessed and evaluated before the start of the clinical/Practical and Oral examination.

## SCHEME OF THEORY EXAMINATION:

Pattern of Question Paper is same for M.D./M.S. as given below

Q. No.	Nature of Questions	Division of Marks	Total Marks
1.	Long Answer Question	1 X 20	20 Marks
2.	Long Answer Question	1 X 20	20 Marks
3.	6 SAQs (a) (b) (c) (d) (e) (f)	6 X 10	60 Marks
<ul style="list-style-type: none"> <li>There shall be Three Long answer Questions where the candidate has to attempt any Two out of Three</li> <li>There shall be Eight Short answer Questions where the candidate has to attempt any Six out of Eight</li> </ul>			



PAPER WISE DISTRIBUTION OF TOPICS AS GIVEN BELOW. PG

## COURSES: - M.D.

SN	COURSE TITLE	SUBJECT NAME	PAPER NO. & TOPICS
1.	M.D.	GENERAL MEDICINE	I. Basic Sciences in General Medicine, Genetics, and Nutrition.
			II. Cardio-Vascular system, Respiratory System, Nephrology, Rheumatology, Immunology, Infectious diseases, Dermatology.
			III. Gastroenterology, Nervous system, Psychiatry, Hematology, Oncology, Endocrinology, Miscellaneous.
			IV. Recent Advances in General Medicine.
2	M.D.	PATHOLOGY	I. General Pathology including General Neoplasia, Immunopathology and cytopathology.
			II. Systemic Pathology including Systemic Neoplasia.
			III. Haematology, Transfusion medicine, Immunohaematology including Recent Advances.
			IV. Clinical Pathology, Chemical Pathology, Pathology of infectious diseases, Recent Advances.
3.	M.D.	MICROBIOLOGY	I. General Microbiology & Immunology
			II. Systemic Bacteriology,
			III. Mycology & Virology
			IV. Parasitology & Recent Advances
4	M.D.	PHARMACOLOGY	I. Screening and evaluation of drugs (Animal and Clinical), Clinical Pharmacology, General Pharmacology, Biostatistics.
			II. Systemic Pharmacology
			III. Applied Pharmacology including Therapeutics, Miscellaneous topics (GIT, RS. Autocolds, vitamins, skin, ocular Pharmacology, Immunopharmacology, chelating agents, Drugs and Pregnancy)
			IV. Recent Advances.

5	M.D.	PREVENTIVE & SOCIAL MEDICINE (COMMUNITY MEDICINE)	<p>I.</p> <ul style="list-style-type: none"> <li>a. History of Public Health and Community Medicine.</li> <li>b. Behavioural sciences and Health</li> <li>c. Information, Education, Communication and Counselling</li> <li>d. Microbiology including Entomology, Parasitology and Immunology</li> <li>e. Environmental health and Ecology, Public Health Chemistry</li> <li>f. General Epidemiology, Biostatistics and Research Methodology</li> <li>g. Concept of health and disease</li> </ul> <p>II.</p> <ul style="list-style-type: none"> <li>a. Diet and nutrition in health and disease</li> <li>b. Epidemiology of communicable diseases and non-communicable diseases</li> <li>c. Occupational Health</li> <li>d. Genetics and Counselling</li> </ul> <p>III.</p> <ul style="list-style-type: none"> <li>a. Maternal Health, Child Health, RCH Demography and Family welfare</li> <li>b. Cares of special groups viz. school health, adolescent health and Geriatrics</li> <li>c. Care of disabled, Community based Rehabilitation Tribal Health</li> <li>d. Public Health emergencies and calamities</li> </ul> <p>IV.</p> <ul style="list-style-type: none"> <li>a. Health and Hospital Administration</li> <li>b. Health care delivery including National health programmes</li> <li>c. Public health legislation</li> <li>d. Mental health</li> <li>e. International health.</li> <li>f. Voluntary Health Organisation, NGO'S</li> <li>g. Management and Health</li> <li>h. Health Economics</li> <li>i. Recent Advances</li> </ul>
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6	M.D.	PAEDIATRICS	I.	Basic Sciences of Anatomy, Physiology related to genetic.
			II.	Neonatology, Social Sciences related to Paediatrics
			III.	Systemic diseases in Paediatrics: - Respiratory Cardiology, C.V.S., Neurology, Haematology, Nephrology, Rheumatology, Immunology, Metabolic, Gastroenterology, Growth and Development, Congenital and acquired disorder of ear, nose, throat and joints, Endocrine System and Miscellaneous diseases.
			IV.	Recent advances in Paediatrics
7.	M.D.	RADIO- DIAGNOSIS	I.	Radiation physics, Protective measures & Physics involving imaging techniques and related basic sciences e.g. Anatomy, Physiology and Pathology.
			II.	Radiological Imaging in congenital & systemic diseases - I
			III.	Radiological Imaging in congenital & systemic diseases - II
			IV.	Miscellaneous, Radiological procedures, Interventional Radiology, Recent advances and newer techniques.
8	M.D.	PSYCHIATRY	I.	Basic Sciences and application
			II.	Neuro Psychiatry
			III.	Clinical Psychiatry Part - I
			IV.	Clinical Psychiatry Part II Recent Advances
9.	M.D.	DERMATOLOGY, VENEREOLOGY, LEPROSY,	I.	Basic Science in relation to Dermatology, Venereology, Leprosy, Cosmetology, Dermatosurgery and HIV/AIDS
			II.	Skin Diseases, Dermatotherapeutics, Cosmetology and Dermatosurgery.
			III.	HIV/AIDS, Venereology and
			IV.	Recent advances

10.	M.D.	BIOCHEMISTRY	I.	General Biochemistry and Instrumentation
			II.	Metabolism and Nutrition
			III.	Clinical Biochemistry
			IV.	Molecular Biology, Biotechnology & Recent Advances in clinical Biochemistry
11.	M.D.	PHYSIOLOGY	I.	General physiology, Cellular physiology, Applied Biochemistry, Biophysics and Biostatistics, History of Physiology, Comparative Physiology
			II.	Nerve muscle, Blood, Cardiovascular system, Respiratory System, Gastrointestinal system, Renal Physiology.
			III.	Endocrine, special senses, Nervous system, Reproductive system
			IV.	Exercise Physiology, Nutrition, recent advances, Medical education technology, stress relaxation, medical ethics & applied physiology.
12.	M.D.	ANAESTHESIOLOGY	I.	Basic Sciences related to Anaesthesia (History, Anatomy, Physiology, Pharmacology, Pathology, Physics, Instrument & Equipments, etc.)
			II.	Theory & Practice of Anaesthesia 1. Cardio Vascular System. 2. Respiratory System. 3. Neuro Surgery. 4. Obstetrics & Gynecology 5. Orthopaedics. 6. Ophthalmology.
			III.	Theory & Practice of Anaesthesia 1. Paediatrics. 2. Renal & Hepatic system. 3. Endocrines. 4. Haemopoetics. 5. Geriatrics 6. E.N.T. 7. Out Patient Anesthesia & Dental Anaesthesia. 8. Nerve Blocks.
			IV.	Recent Advances in Anaesthesia. Applied Medicine in Relation to Anaesthesia. Theoretical Aspects of pain and pain relief including postoperative & Cancer Pain.

13.	M.D.	RADIATION ONCOLOGY	I.	Radiation Physics, Radio biology & Basic Medical Sciences
			II.	Principles, Practice & Techniques of Radio Therapy & oncology
			III.	Principles & Practice of Chemotherapy & Radiotherapy
			IV.	Recent Advances in oncology (Radiotherapy & Chemotherapy)
14.	M.D.	ANATOMY	I.	General and gross anatomy including corresponding microanatomy and embryology and clinical anatomy of Head, Face, Neck and Thorax.
			II.	Gross anatomy including corresponding microanatomy and Embryology and clinical anatomy of Abdomen, Pelvis and Perineum and superior and inferior extremity.
			III.	Neuroanatomy including corresponding microanatomy, embryology and clinical anatomy.
			IV.	Genetics, Radiological Anatomy, Sectional Anatomy, Clinical Anatomy and Recent Advances.
15.	M.D.	RESPIRATORY MEDICINE	I.	Basic Sciences - Anatomy, Physiology, Pathology, Microbiology, Pulmonary and extra pulmonary T.B., Public Health, Surgical aspects.
			II.	Non-Tubercular Pulmonary Diseases.
			III.	Internal Medicine as applied to pulmonary Medicine.
			IV.	Recent advancement in pulmonary medicine.

PG COURSES: - M.S.			
SN	COURSE TITLE	SUBJECT NAME	PAPER NO. & TOPICS
1	M.S.	GENERAL SURGERY	<p>I. Basic Sciences: Anatomy, Physiology and Other basic science topics covered in syllabus including Introduction to Surgery, Basic Surgical Principles. Wounds, tissue repair and scars. Critical care; fluid, electrolyte and acid-base balance; blood transfusion. Nutritional support and rehabilitation. Anaesthesia and pain relief. Wound infection. Special infections. Acquired immunodeficiency Syndrome (AIDS). Sterile precautions. Transplantation. Tumours, Cysts, Ulcers, Sinuses. Plastic and reconstructive surgery, skin lesions. Burns. Arterial disorders. Venous disorders. Lymphatic system. Day surgery. Audit in surgery. Surgical ethics.</p> <p>II. General Surgery Including Clinical Surgery: Eye and orbit. Cleft lip and palate, developmental abnormalities of the face, palate, jaws and teeth. Maxillofacial injuries. Nose and sinuses. Ear. Oral and oropharyngeal cancer and precancer. Salivary gland disorders. Pharynx, larynx and neck. Thyroid gland and the thyroglossal tract. Parathyroid and Adrenal glands. Breast. Thorax. Heart and Pericardium.</p> <p>III. General Surgery Including Subspecialties: Anastomoses, Oesophagus. Stomach and duodenum. Liver. Spleen. Gallbladder and bile ducts. Pancreas. Peritoneum, omentum, mesentery and retroperitoneal space. Small and large intestines. Intestinal obstruction. Vermiform appendix. Rectum. Anus and anal canal. Hernias, Umbilicus, Abdominal wall. Principles of Laparoscopic surgery.</p> <p>IV. Recent Advances: Orthopedics: Musculoskeletal disorders. Fracture and Dislocations - General, specific. Diseases of bones and joints - infection, tumours, generalised diseases and chronic joint diseases, congenital disorders. Wrist and hand. Foot. Nervous system: Neurological disorders affecting the musculoskeletal system. Spine, vertebral column and spinal cord. Nerves. Cranium (Scalp, skull, brain). Genito -Urinary System: Urinary symptoms, Investigation of the urinary tract, anuria. Kidneys and ureters. Urinary bladder. Prostate and seminal vesicles. Urethra and penis. Testis and scrotum.</p>

2	M.S.	OPHTHALMOLOGY	I.	Anatomy, Physiology and optics of the eye.
			II.	Ophthalmic Medicine and Surgery.
			III.	Ophthalmology in relation to medicine
			IV.	All New Techniques and innovations in Ophthalmology.
3	M.S.	OTORHINOLARYNGOLOGY	I.	Basic sciences including pharmacology in relation to ENT and recent advances.
			II.	Diseases of Ear and Recent Advances.
			III.	Diseases of Nose and Para nasal Sinuses and recent advances.
			IV.	Diseases of Throat, Head and Neck include Tracheobronchial tree and Oesophagus Recent Advances.
4	M.S.	ORTHOPAEDICS	I.	Basic and Applied Sciences as related to Orthopaedics
			II.	Orthopaedics Traumatology
			III.	Orthopaedic Diseases
			IV.	Recent Advances
5	M.S.	OBSTETRICS AND GYNAECOLOGY	I.	Basic Sciences in Obstetrics and Gynaecology including the diseases of the newborn.
			II.	Clinical Obstetrics includes newborn.
			III.	Clinical Gynaecology.
			IV.	Recent Advances in Ob/Gy.

### 7.3 CLINICAL / PRACTICAL AND ORAL EXAMINATION

Practical examination shall consist of carrying out special investigative techniques for

Diagnosis and Therapy.

Oral examination shall be comprehensive to test the candidate's overall knowledge of the

subject.

## SCHEME OF PRACTICAL EXAMINATION: -

- i) Clinical examination for the subjects in clinical sciences shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist/teacher, for which candidate shall examine a minimum one long case and two short cases.
- ii) Practical examination for the subjects in Basic Medical Sciences shall be conducted to test the knowledge and competence of the candidate for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subjects.
- iii) The oral examination shall be through and shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the Speciality, which form a part of the examination.
- iv) The maximum number of candidates to be examined in clinical/Practical and viva on any day shall not exceed 8 for M.D./M.S. degree.
- v) All the 4 Examiners will sit together to examine the candidate for long cases. At least one internal & one external examiner would assess the candidate for short cases. All 4 examiners will conduct viva voce.

## 1. M.D. (GENERAL MEDICINE) PRACTICAL SCHEME: -

SN	Heads	Description	Marks	Preparation time	Assessment time
1.	Long Cases (Two)	1Neurology case 1Non-Neurology case	100 each =200	45 min each	20 min
2.	Short Cases (Two)	Of systems other than the system of long cases	50 each = 100	15 min each	10 min
3.	Viva (Four Tables)	Radiology (X-Rays, CT, MRI)	25		5 min
		ECG/Lab investigations	25		5 min
		Therapeutics	25		5 min
		Emergencies	25		5 min
		<b>TOTAL PRACTICAL MARKS</b>	<b>400</b>		



## 2. M.D. (PATHOLOGY) PRACTICAL SCHEME: -

SN.	Exercises	Maximum Marks
1	Histopathology slides (25 slides, 5 marks each)	125
2	Clinical case	75
3	Haematology & Cytology slides (15 slides, 5 marks each)	75
4	Grossing	35
5	Autopsy	20
6	Histotechniques	15
7	Serology	15
8	Viva Voce	40
<b>Total Marks</b>		<b>400 Marks</b>

## 3. M.D. (MICROBIOLOGY) PRACTICAL SCHEME: -

SN.	EXERCISE/VIVA	MAXIMUM MARKS
	<b>A] LONG EXERCISE BACTERIOLOGY</b>	<b>50</b>
	<b>B] SHORT EXERCISES</b>	
1	Bacteriology short exercise	30
2	Mycobacteriology/special staining	10
3	Exercise in Virology	30
4	Exercise in Immunology	30
5	Exercise in Mycology	30
6	Exercise in Parasitology	30
7	Serology/Exercise	30
8	Identification of slides	30
9	Microteaching/Pedagogy	30
	<b>Total of Short-exercises (B)</b>	<b>250</b>
	<b>C] ORAL (VIVA VOCE)</b>	<b>100</b>
	<b>TOTAL of A, B, C</b>	<b>400</b>

## 4. M.D. (COMMUNITY MEDICINE) PRACTICAL SCHEME: -

SN	Heads	Marks
1.	Family Study: (One)	100
2.	Clinico-Social case study (One long case)	100
3.	Short case (One infectious Disease)	20
4.	Public Health Laboratory Practical	30
5	Problem on Epidemiology and Biostatistics (Six, 5 marks each)	30

6.	Spotters (Five, Four Marks each)	20
7.	Viva voce	100
Total		400 Marks

**1. Family Study: - (One)****100 Marks**

One family will be allotted in rural/urban field practice area. Presentation and discussion will be on the health status of the family and of any case/individual in the family and on factors that contributed towards maintenance of health and occurrence of diseases; management at individual, family and community levels.

**2. Clinico-Social case study (One Long case)****100 Marks**

Basic clinical presentation and discussion of diagnosis, treatment and management of common communicable or non-communicable diseases/conditions with emphasis on social and community aspects.

**3. Short Case (One infectious Disease)****20 Marks****4. Public Health Laboratory Practical****30 Marks**

Staining of smears, interpretation of common serological diagnostic tests, water and milk analysis or interpretation of given results of any above tests.

**5. Problem on Epidemiology and Biostatistics****(Six, 5 Marks each)****30 Marks**

Based on situation analysis from communicable or non-communicable diseases, M.CH. & FP including demography. Environmental health including Entomology and Occupational Health.

**6. Spotters (five, four Marks each)****20 Marks**

Identification and description of relevant public health aspects of the spotters/specimen by the student. Spotters shall be from Nutrition, Environmental Health including Entomology and Occupational health, M.CH. & FP, Microbiology including parasites vaccines, sera and other immunobiologicals.

**7. Viva Voce: -****100 Marks**

Students will be examined by all examiners together, about student's comprehension, analytical approach, expression and interpretation of data. Student shall also be given case reports, chart for interpretation. It includes discussion on dissertation.

**5. M.D. (PHARMACOLOGY & THERAPEUTICS) PRACTICAL SCHEME**

Day	Heads	Particulars	Marks
Day 1	Long Exercises	a) Bioassay: Guinea Pig Ileum/Frog rectum/Rat colon/Rat uterus/Rat fundus or Intact animal experiments. - <b>150 Marks</b> b) Demonstration of experimental technique and equipment handling - <b>50 Marks</b>	200

Day 1 or 2	Short exercises	a) Criticism and comments on research Paper or protocol - 50 Marks b) Human Pharmacology: Demonstration of Pharmacodynamic techniques and Evaluation of skills in clinical - 50 Marks Pharmacology and therapeutics Or b) Solving Therapeutic problem or criticism of promotional literature or proprietary Preparations. - 50 Marks	100
Day 2	Viva voce	a) Dissertation presentation and viva - 25 Marks b) Viva-voce examination. - 75 Marks	100
Total Marks			400

## 6. M.D. (PEADIATRICS) PRACTICAL

## /CLINICAL EXAMINATION: -

SN.	Heads	Marks
1	Two long cases of 100 marks each	200
2	Two short cases of 50 Marks each	100
3	Viva Voce	100
Total Marks		400 Marks

## 7. M.D. (PSYCHIATRY) PRACTICAL SCHEME: -

SN	Heads	Marks
1	Two Psychiatry Long Cases - 100 X 2	200
2	One Neuro Psychiatry	50
3	One Case Speciality- Child/Geriatric etc.	50
4	Viva voce -	100
Total		400

## 8. M.D. (DERMATOLOGY, VENEROLOGY, LEPROSY, COSMETOLOGY AND HIV AIDS)

## PRACTICAL SCHEME: -

SN	Heads	Marks
1	One long case	100 x 01 = 100
2	Two short cases	50 x 02 = 100
3	Ten spotters	10 x 05 = 50
4	Five hospital slides	05 x 10 = 50
5	Viva	100
Total		400 Marks

## 9. M.D. (RADIO-DIAGNOSIS) PRACTICAL/CLINICAL EXAMINATION: -

Topics	Marks
Sopt Films (30)	60
Long Case (1)	100
Short Cases (02) (50 Each)	100
Film Reading Session	60
Instruments	30
Viva	50
<b>Total</b>	<b>400 Marks</b>

## 10. M.D. (BIOCHEMISTRY) PRACTICAL SCHEME: -

SN	Heads	Marks
1.	Clinical case 1: - 5 Investigations based on the diagnosis of a given case	150
2.	Clinical case 2: - a) Enzyme kinetics - 50 Marks b) Technique - 50 Marks (Chromatography/Electrophoresis)	100
3.	Standardization & Interpretation of Quality Control Charts	50
4.	Microteaching to judge the skill of teaching	30
5.	General Viva voce examination including viva on Dissertation	70
<b>Total</b>		<b>400 Marks</b>

## 11. M.D. (ANATOMY) DISTRIBUTION OF MARKS (PRACTICAL)

Day	Heads	Particulars	Marks
Day 1	Long Case	Dissection	100
	Short Case	Microanatomy - - (5 x 8)	40
		Neuroanatomy - Slides	
		Genetics - Chart - (One)	10
		Embryology - Slides - (Two)	10
		Histology techniques - Staining, H & E	50
		- Use of Microtome	
Day 2	Viva/Orals	Microteaching	30
		Grand Viva soft parts	40
		Neuroanatomy	20
		Bones,	40
		Radiology including CT Scan & MRI,	20
		Embryology Models,	20
		Surface and Living Anatomy- (Ten Marks Each)	20
<b>Total</b>			<b>400</b>

## 12.M.D. (PHYSIOLOGY) DISTRIBUTION OF MARKS (Practical)

Day	Heads	Marks
Day 1	(i) Human Experiment	50
	(ii) Amphibian	50
	(i) Mammalian	50
	(iv) Haematology	50
	(v) Clinical Presentation	50
Day 2	I) Microteaching	50
	II) General Viva	100
Total		400 Marks

## 13. M.D. (RESPIRATORY MEDICINE) PRACTICAL SCHEME: -

Sr. No.	HEADS	Marks
1	a) <b>One Long Case</b> - Examination of Patient- 30 minutes - Evaluation by examiners- 15 minutes	100
2	b) <b>Two Short case</b> - Examination of Patient - 20 minutes Evaluation by examiners- 10 minutes	100
3	Oral- each candidate will be examined for- 30 minutes	200
Total		400

## 14. M.D. (ANAESTHESIOLOGY) PRACTICAL/CLINICAL SCHEME: -

SN.	Heading	Heading	Marks		Time
1	Clinical Case – I	Long Case – One	100	100	30 Min
2	Clinical Case - II	Short Cases – Two	50 + 50	100	30 Min
3	Viva Voce – I	Equipments, X-Rays & ECG	60+20+20	100	15 Min
4	Viva Voce - II	Drugs, investigation, charts & laboratory findings	60+20+20	100	15 Min
Total Marks			400		

## 15. M.D. (RADIOTHERAPY) PRACTICAL SCHEME: -

SN	Heads	Marks
1.	Clinical - Long/Question	100
2.	Clinical - Short/Question (50x2)	100
3.	Viva & Voce	200
Total Marks		400 Marks

## 7.4 CRITERIA FOR PASSING

A candidate shall secure not less than 50% marks in each head which shall include (1) Theory (2) Practical / Clinical and viva voce examination.

## 7.5 RESULT OF EXAMINATION

7.5.1 No marks will be assigned.

7.5.2 The fitness of the candidate for award of degree will be decided by all four examiners.

7.5.3 The results of the examinations will be declared as Pass Fail in the concerned subject.

## 8.0 CANCELLATION OF ADMISSION

8.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

8.1.1 He/ She is not found to be qualified or eligible as per NMC norms and guidelines.

8.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.

8.1.3 He/ she is found to be involved in serious breach of discipline in the institution or the University camp.

## Ordinance No. 15

## MASTER OF SCIENCE (M.Sc.) IN MEDICAL ANATOMY, MEDICAL PHYSIOLOGY, MEDICAL PHARMACOLOGY

**1.0 AIM AND OBJECTIVES**

- 1.1 The overall aim of this course is to develop expertise in the field of basic health sciences. A process of rational thinking and cogent action will be inculcated in an individual so that he/she shall be competent to pursue various activities as demanded by any professional.
- 1.2 The objectives of this course are to prepare post graduate student in the subject of Medical Anatomy, Medical Physiology, and Medical Pharmacology under the faculty of medicine who shall:
  - 1.2.1 Teach and train future undergraduate and postgraduate medical students in basic medical subjects in Medical Colleges and Research Institutions.
  - 1.2.2 Carry out and guide, contribute to research advancement of the subject.
  - 1.2.3 Organize and manage administrative and clinical responsibilities for routine day to day departmental work.
  - 1.2.4 Developing human resource for government organization and industries.

**2.0 APPLICABILITY:**

- 2.1 This ordinance shall apply to the programme and courses leading to the award of postgraduate degrees of Master of Science in Medical Anatomy, Medical Physiology, and Medical Pharmacology under the Faculty of Medicine. These courses will be similar to that of M.D. examination.

**3.0 DEFINITIONS:**

- 3.1 Academic Year: Duration of course shall be of 3 Years from the date of admission.
- 3.2 Course: An Academic programme and/or component, carrying a distinctive code.
- 3.3 External Examiner: Examiner not in the employment of the University.
- 3.4 Programme: Programme of courses and/or other components leading to the award degree of Master of Science in medical subjects like in the subject of Medical Anatomy, Medical Physiology, and Medical Pharmacology.
- 3.5 Regular Student: A student who is enrolled in a constituent institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full-time basis on payment of tuition fee.
- 3.6 University: Chirayu University, Bhopal, Madhya Pradesh.

**4.0 ADMISSION:**

- 4.1 Candidates possessing following minimum qualification shall be eligible for admission:
  - 4.1.1 Graduate with MBBS/BDS/BPT/B. Pharma/B.Sc. Biology (i.e., Zoology/Botany as major paper) from a recognized university with minimum aggregate 50% marks in aggregate at the qualifying examination. (Relaxation as per norms) MBBS shall be preferred.
- 4.2 Admissions shall be according to the following criteria:
  - 4.2.1 Merit prepared on the basis of marks obtained in the qualifying examination/interview or test conducted by University or an agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.

- 4.4 Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.
- 4.5 Candidate who has already appeared in the last year examination of Graduate programme may be considered for admission, if he/she have successfully passed last year examination. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the programme. Otherwise, his/her admission shall be cancelled. Such candidate shall not be eligible for refund of fees.
- 4.6 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.
- 4.7 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.

### **5.0 COMMENCEMENT & DURATION:**

- 5.1 The programme shall generally commence in the month of July/August every year.
- 5.2 Master of Science in medical subjects shall be a fulltime programme and duration is three academic years (36 months). No exemption shall be given from these three years of training period for any other experience or diploma. All the courses will be executed under the guidance and the supervision of the recognized Post graduate teachers in the respective subjects.

### **6.0 MEDIUM OF INSTRUCTION:**

- 6.1 English shall be the medium of instruction and examinations.

### **7.0 ATTENDANCE:**

- 7.1 Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% theory and practical classes inclusive of non-lecture teaching i.e., seminars, group discussions, tutorials, demonstrations, clinical/hospital posting.

### **8.0 EXAMINATIONS:**

- 8.1 University Examinations shall be held at the end of each part:
- 8.1.1 After completion of one academic year, M.Sc. Part — I examination will be conducted. No student shall be permitted to join M.Sc. Part—II training until he/she passed in all the subjects of M.Sc. Part—I examination.
- 8.1.2 After completion of total three academic years, M. Sc. Part—II final University examination will be conducted.
- 8.1.3 The dissertation is compulsory for candidates registered for P.G. degree and should include candidates own work under a supervisor, who is qualified for the purpose and recognized as a P.G. teacher by the University, after six months of joining. The subject of dissertation along with synopsis (about 200 words) signed by P.G. teacher, H.O.D. and Head of the Institution will be submitted within six months of admission to the University. Ethics Committee of the Institution must approve the topic of dissertation. Completed dissertation will be submitted to the university that is, six months before the date of final examination.
- 8.1.4 The Candidate shall publish at least one research paper in National or International indexed medical research/journal, or submit the evidence of acceptance of paper, related to his/her



subject/dissertation topic, before submission of final dissertation to the university.

- 8.1.5 The dissertation shall be examined by a minimum of three examiners; one internal and two external examiners. A candidate shall be allowed to appear for the Theory and Practical/Clinical examination only after the acceptance of the dissertation by the examiners.
- 8.1.6 Theory and Practical/Clinical examination for the subjects including basic medical sciences shall be conducted to test the knowledge competence of the candidates for making valid and relevant observations based on the experimental/laboratory studies and his/her ability to perform such studies are relevant to the subject.
- 8.1.7 The Oral examination shall be thorough and shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, therapeutic techniques and other aspects of the speciality, which form a part of the examination.
- 8.2 The University shall conduct not more than two examinations in a year i.e., one main and another supplementary, with an interval of not less than 4 and not more than 6 months.
- 8.3 Details of subjects and course curricula shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

#### 9.0 HEAD OF PASSING & PASSING CRITERIA:

- 9.1 A candidate shall secure not less than 50% marks in each head of passing which shall include (1) Theory, (2) practical including clinical and viva voce examination.

#### 10.0 APPOINTMENT OF UNIVERSITY EXAMINERS:

- 10.1 Examiners, paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva-voce examination and Evaluation of answer book etc. shall be faculties of Chirayu's University or from any recognized College/University, with minimum eight years teaching experience after obtaining his/her post graduate degree in the related subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Head of Faculty.
- 10.2 Assistant professor (s) with required minimum teaching experience / Associate Professor(s) / Professor (s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution as follows:
  - 10.2.1 All the Post Graduate Examiners shall be recognized post Graduate Teachers holding recognized Post Graduate qualifications in the subject concerned.
  - 10.2.2 For all Post Graduate Examinations, minimum number of Examiners shall be four, out of which at least two (50%) shall be External Examiners, who shall be invited from other recognized universities.
  - 10.2.3 No person shall be appointed as an internal/external examiner in any subject unless he/she has three years' experience as recognised PG teacher in the concerned subject.

#### 11.0 DIVISION

- 11.1 The division shall be awarded only after Part II university examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the first and second part of University examinations. There shall be only three divisions as follows:

First division with honors : 75 % and above  
 First division : 60 % and above but below 75%  
 Second division : 50 % and above but below 60%

#### 12.0 MERIT/ RANK

- 12.1 The merit shall be declared by the university after the declaration of result of second part university examinations. On the basis of the integrated performance of all university examinations. The merit list shall include first five candidates securing at least first division and passing all University examinations in single attempt.

#### 13.0 CANCELLATION OF ADMISSION:

- 13.1 Admission of a student may be cancelled under following circumstances:
  - 13.1.1 At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.
  - 13.1.2 Involvement in gross indiscipline in the university.

Ordinance No. 16  
M.Sc. MEDICAL BIOCHEMISTRY

**1.0 AIMS & OBJECTIVES**

**1.1 AIMS**

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a trained medical biochemist who is capable of looking after the preventive and diagnostic aspect of Medical Biochemistry.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements.
- 1.1.4 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated - on-curative -aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with
- 1.1.5 There must be enough experiences to be provided for self-learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.6 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on first-hand experience. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.
- 1.1.7 Proper records of the work shall be maintained.
- 1.1.8 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 20 students.
- 1.1.9 Faculty members shall avail modern educational technology while teaching the students and to

- 1.1.10 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.11 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.12 Integration of ICT in learning process will be implemented.

## 1.2 OBJECTIVES

At the end of postgraduate program, the medical M.Sc. student should be able to :

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training & fulfil his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical & diagnostic skills based on history and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.
- 1.2.8 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.9 Possess the attitude for continued self-learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.10 Possess the attitude for continued self-learning and to seek further expertise or to pursue research in any chosen area of medical biochemistry.
- 1.2.11 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, general and hospital management, principal inventory skills and counselling.
- 1.2.12 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.

- 1.2.13 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
- 1.2.14 Be able to make use of conventional techniques/instruments to perform biochemical analysis relevant to clinical screening and diagnosis.
- 1.2.15 Be competent to analyze and interpret investigative data.
- 1.2.16 Be able to demonstrate the skill of solving scientific and clinical problems and decision making.
- 1.2.17 Be competent to work in a variety of health care settings.
- 1.2.18 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- 1.2.19 All efforts shall be made to equip the postgraduate in Medical Biochemistry to acquire the skills as detailed in APPENDIX A.

## **2.0 COURSE STRUCTURE**

### **2.1 Training Period and Time Distribution**

- 2.1.1 The course will be of 3 years duration.
- 2.1.2 The first year is a foundation course, where the students will be familiarized with the basic subjects. There will be didactic lectures, regular practical and demonstration classes.
- 2.1.3 The second & third year is devoted to medical biochemistry. Apart from regular lecture and practical classes, there will be group discussions, seminars, journal clubs etc. There will be hands-on training in diagnostic laboratories too.
- 2.1.4 Each student will be given a research thesis topic to provide experience in research methodology.

### **2.2 Year wise Subject Details**

#### **2.2.1 Part — I Theory (Foundation course)**

**Paper-I:** Introductory Anatomy, Physiology, Pathology, Microbiology and Immunology in relation to Biochemistry

**Paper-II:** Principles of Biochemistry

#### **Practicals**

**Adequate number of demonstration and practical training to be given in Anatomy, Physiology, Haematology and Biochemistry.**

#### **2.2.2 Part 2 (2nd & 3rd Year) Medical Biochemistry**

##### **Theory**

**Paper—I :** Applied and Clinical Biochemistry.

**Paper — II:** Vitamins, Hormones and Nutrition.

Paper— III: Metabolism, Genetics and Molecular Biochemistry.

Practical Training — Adequate practical training shall be given

### 2.2.3 Thesis

Each candidate after passing M.Sc. (Medical Biochemistry) Part—I examination shall submit plan for the Thesis/ Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months. The Thesis/Dissertation shall be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. (Medical Biochemistry) Part — II examination.

The thesis will be evaluated by two and one main internal examiner.

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

#### 3.1 Eligibility:

MBBS, BDS or B.Sc. (Biology / Microbiology / Biochemistry / Zoology / Botany/ Bio-technology) from any recognized University with chemistry as compulsory subject. Medical graduates will be preferred.

#### 3.2 Selection of Students:

3.2.1 Selection of candidates for the MSc course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counselling / interview and scrutiny.

3.2.2 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.

3.2.3 The decision of the Head of the Institution will be final in matter of selection of candidates and no appeal shall be entertained on this subject.

3.2.4 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.

3.2.5 The candidate's upper age eligibility for applying for the course is 30 years (as on 1<sup>st</sup> July 2010). Relaxation in age shall be as per Government Rules.

### 4.0 COMMENCEMENT OF COURSE

The course for M.Sc. Medical Biochemistry shall commence by July / August of the year.

### 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

#### 5.1.1 Attendance

75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e., seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary, Secondary, Primary) posting.

*[Handwritten signature]*

### 5.1.2 Internal Assessment

5.1.2.1 It shall be based on day-to-day assessment, evaluation of student assignment, preparation for seminar, presentation etc.:

5.1.2.2 Two examinations shall be conducted during the year.

5.1.2.3 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject.

5.1.2.4 Internal assessment shall relate to different ways in which students' participation in learning process during semesters is evaluated. Some examples are as follows:

-- Preparation of subject for student's seminar.

-- Problem solving exercise.

-- Proficiency in carrying out a practical or a skill in small research project.

-- Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

## 6.0 APPOINTMENT OF EXAMINERS

6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final examinations for the award of the degree unless he has taken at least five years previously, a doctorate degree of a recognized University or an equivalent qualification in the particular subject as per recommendation of the "Council on teachers" eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized University at a faculty position.

6.2 There shall be at least four examiners out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination programme so that sanctity and integrity is maintained throughout the examination.

6.3 Non medical scientists engaged in the teaching of medical students as whole-time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate (PhD) qualifications and eight-year teaching experience, as an Assistant Professor, of medical students after obtaining their doctorate (PhD) qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.

6.4 External examiners shall not be from the same University and preferably be from outside the state.

6.5 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.

6.6 External examiners shall rotate at an interval of 2 years.

6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.

6.8 Except Head of the department of subject concerned in a college/institution all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

**7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL**

- 7.1 Theory papers will be prepared by the examiners where nature of questions will be Short Answer Questions (SAQ), Long Answer Questions (LAQ), Essay type, and Multiple-Choice Questions. Marks for each part indicated separately.
- 7.2 Practicals will be conducted in the laboratories. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Practicals shall take into account common diseases which the student is likely to come in contact in practice.
- 7.3 Viva/oral includes evaluation of management approach.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of short structure/objective type.
- 7.6 During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the skills as detailed in **Appendix-A**.
- 7.7 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results.
- 7.8 Universities Examinations shall be held as under:-
- 7.8.1 The examination in M.Sc. (Medical Biochemistry) Part I shall consist of

a. Theory paper	
b. Practical examination & Viva voce	
c. Internal Assessment	
a. Theory examination: (each of 3 hrs duration)	
Paper I: Introductory Anatomy, Physiology, Pathology, Microbiology and immunology in relation to Biochemistry	- 100 marks
Paper II: Principles of Biochemistry	- 100 marks
b. Practical examination & Viva voce	- 100 marks
(60 + 40)	
c. Internal Assessment	- 100 marks
Total	- 400 marks

- 7.8.2 **Note:** The student will be admitted to part 2 only after the student passes the part 1 examination.

The examination in M.Sc. (Medical Biochemistry) Part 2 shall consist of

- a. Thesis
- b. Theory paper
- c. Practical examination & Viva voce
- d. Internal Assessment

**a. Thesis (100 marks):**

Each candidate after passing M. Sc Part — examination will submit plan for the Thesis / Dissertation on the proposed subject through his/ her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation will be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. Part — II examination.

The thesis will be evaluated by two external and one main internal examiner.

**b. Theory examination: (each for 100 marks and of 3 hours duration)**

Paper 1: Applied and Clinical Biochemistry

Paper 2: Vitamins, Hormones and Nutrition.

Paper 3: Metabolism, Genetics and Molecular Biochemistry

**c. Practical examination & Viva voce**

(for 60 + 40 marks and of 3 days duration)

Will consist of exercises of quantitative and qualitative estimation of various biochemical parameters in biological fluids.

**d. Internal assessment (100 marks)**

Includes Sessional examinations, record books and day-to-day assessments

Thesis	- 100 marks
Paper — I	- 100 marks
Paper — II	- 100 marks
Paper — III	- 100 marks
Practical & Viva voce (60 + 40)	- 100 marks
Internal Assessment	- 100 marks

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Total - 600 marks

**7.10 Criteria for passing**

7.10.1 Results of University examinations shall be declared before the start of teaching for next academic session.

7.10.2 Passing in 1<sup>st</sup> part is compulsory before proceeding to Part II training.

7.10.3 In order to pass the examination, the student must secure a minimum of 50% marks in theory and practicals separately.



7.10.4 Marks of Viva Voce shall be added to theory.

7.11 Division and Merit list

7.11.1 The division shall be awarded only after Part II University examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1<sup>st</sup> and 2<sup>nd</sup> part of MSc. Medical Biochemistry University examinations. There shall be only three divisions as follows—

- 1<sup>st</sup> division with honors : 75 % and above
- 1<sup>st</sup> division : 60% and above but below 75%
- 2<sup>nd</sup> division : 50% and above but below 60%

7.11.2 The merit shall be declared by the University after the declaration of result of 2<sup>nd</sup> Part of M.Sc. Medical Biochemistry University examinations, on the basis of the integrated performance of all University examinations. The merit list shall include first 5 candidates securing at least 1<sup>st</sup> division and passing all MSc. Medical Biochemistry University examinations in single attempts.

7.12 Condonation of deficiency in marks

7.12.1 The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.

7.12.2 After condonation of marks the result of the concerned University examination shall be declared as "Pass by condonation" or "Pass by grace".

## 8.0 REVALUATION / RE-TOTALING

8.1 Re-totalling-The University on application and remittance of stipulated fees as prescribed by the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/paper for theory of all subject for which a candidate has appeared in the university examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

8.2 Revaluation- Revaluation of theory papers in all years of study of the M.Sc. Medical Biochemistry course shall be permissible by the University on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

## 9.0 CANCELLATION OF ADMISSION

The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

- 9.1 He/She is not found to be qualified or eligible as per University norms and guidelines.
- 9.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.
- 9.3 He/She is found to be involved in serious breach of discipline in the institution or the University camp

Ordinance No. 17  
M.Sc. MEDICAL MICROBIOLOGY

1.0 AIMS & OBJECTIVES

1.1 AIMS

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a trained medical microbiologist who is capable of looking after the preventive and diagnostic aspect of Medical Microbiology.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements.
- 1.1.4 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated-on-curative-aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.
- 1.1.5 There must be enough experiences to be provided for self-learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.6 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on first-hand experience. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.
- 1.1.7 Proper records of the work shall be maintained.
- 1.1.8 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 20 students.
- 1.1.9 Faculty member shall avail modern educational technology while teaching the students and to attain this objective.

- 1.1.10 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.11 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.12 Integration of ICT in learning process will be implemented.

## 1.2 OBJECTIVES

At the end of undergraduate program, the medical student should be able to:

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training & fulfill his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical & diagnostic skills based on history and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.
- 1.2.8 Be able to appreciate the socio-psychological cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.9 Possess the attitude for continued self-learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.10 Possess the attitude for continued self-learning and to seek further expertise or to pursue research in any chosen area of medical microbiology.
- 1.2.11 Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following:
- Sanitation and water supply
  - Prevention and control of communicable and noncommunicable diseases
  - Immunization
  - Health Education
  - IPHS standard of health at various level of service delivery, medical waste disposal.
  - Organizational institutional arrangements.
- 1.2.12 Acquire basic management skills in the area of human resources, materials and resource

management related to health care delivery. General and hospital management, principal inventory skills and counselling.

- 1.2.13 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 1.2.14 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
- 1.2.15 Be competent to work in a variety of health care settings.
- 1.2.16 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- 1.2.17 All efforts shall be made to equip the postgraduate in medical microbiology to acquire the requisite skills.

## 2.0 COURSE STRUCTURE

### 2.1 Training Period and Time Distribution

- 2.1.1 The course will be of 3 years duration
- 2.1.2 The first year shall be a foundation course, where the students will be familiarized with the basic subjects. There will be didactic lectures, regular practical and demonstration classes.
- 2.1.3 The second & third year shall be devoted to medical microbiology. Apart from regular lecture and practical classes, there will be group discussions, seminars, journal clubs etc. There will be hands-on training in diagnostic laboratories too.
- 2.1.4 Each student shall be given a research thesis topic to provide experience in research methodology.

### 2.2 Year wise subject details

#### 2.2.1 Part—I (Foundation course)

Paper - I : Introductory Anatomy, Physiology, Pathology,  
Biochemistry and Immunology in relation to Microbiology

Paper - II : Basic principles of Microbiology

#### 2.2.2 Part— II ( Medical Microbiology)

Paper - I : General Bacteriology & Immunology

Paper - II : Systemic Bacteriology & Mycology

Paper - III : Virology & Parasitology

### 2.3 Thesis

Each candidate after passing M.Sc. (Medical Microbiology) Part—I examination shall submit plan for the Thesis/Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation shall be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. (Medical Microbiology) Part — II examination.

The thesis will be evaluated by two external and one main internal examiner.

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

#### 3.1 Eligibility:

MBBS, BDS or B.Sc. (Biology / Microbiology / Biochemistry / Zoology / Botany / Bio-technology) from any recognized University. Medical graduates will be preferred.

#### 3.2 Selection of Students:

3.2.1 Selection of candidates for the MSc course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counselling / interview and scrutiny.

3.2.2 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.

3.2.3 The decision of the Head of the Institution will be final in matter of selection of candidates and no appeal shall be entertained on this subject.

3.2.4 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.

3.2.5 The Candidate's upper age eligibility for applying for the course is 30 years (as on 1<sup>st</sup> July 2010). Relaxation in age shall be as per Government rules.

### 4.0 COMMENCEMENT OF COURSE

The course for M.Sc. Medical Microbiology shall commence by July/ August of the year.

### 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 **Examination Regulations** - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

#### 5.1.1 Attendance

75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e., seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary, Secondary, Primary) posting.

#### 5.1.2 Internal Assessment

- 5.1.2.1 It shall be based on day-to-day assessment, evaluation of student assignment, preparation for seminar, clinical case presentation etc.
- 5.1.2.2 Three examinations shall be conducted during the year.
- 5.1.2.3 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject.
- 5.1.2.4 Internal assessment shall relate to different ways in which students' participation in learning process during the academic year shall be evaluated. Some examples are as follows:
- Preparation of subject for student's seminar.
  - Problem solving exercise.
  - Participation in Project for health care in the community (planning stage to evaluation).
  - Proficiency in carrying out a practical or a skill in small research project
  - Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/vacation work.

#### 6.0 APPOINTMENT OF EXAMINERS

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final examinations for the award of the degree unless he has taken at least five years previously, a Doctorate degree of a recognized University or an equivalent qualification in the particular subject as per recommendation of the "Council on teachers" eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized University at a faculty position.
- 6.2 There shall be at least four examiners out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination programme so that sanctity and integrity is maintained throughout the examination.
- 6.3 Non medical scientists engaged in the teaching of medical students as whole-time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate (PhD) qualifications and eight-year teaching experience, as an Assistant Professor, of medical students after obtaining their doctorate (PhD) qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
- 6.4 External examiners shall not be from the same University and preferably be from outside the state.
- 6.5 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner

- and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

#### 7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

- 7.1 Theory papers will be prepared by the examiners where nature of questions will be Short Answer Questions (SAQ), Long Answer Questions (LAQ)] Essay type, and Multiple-Choice Questions. Marks for each part indicated separately.
- 7.2 Practicals shall be conducted in the laboratories. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Practicals shall take into account common diseases which the student is likely to come in contact in practice.
- 7.3 Viva/oral includes evaluation of management approach.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of short structure/objective type.
- 7.6 During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the requisite skills.
- 7.7 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the result declaration.
- 7.8 Universities Examinations shall be held as under:-
- 7.8.1 The examination in M.Sc. (Medical Microbiology) Part I (Foundation course) shall consist of
- a. Theory paper
  - b. Practical examination & Viva voce
  - c. Internal Assessment

**a. Theory examination: (each of 3 hrs duration)**

**Paper I:** Introductory Anatomy, Physiology, Pathology, Biochemistry and Immunology in relation to Microbiology - 100 marks

**Paper II:** Basic principles of Microbiology - 100 marks

**b. Practical examination & Viva voce (60+40) - 100 marks**

**c. Internal Assessment - 100 marks**

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**Total**

**- 400 marks**

**7.8.2 Note :** The student will be admitted to part 2 only after the student passes the part I examination.

**7.9** The examination in M.Sc. (Medical Microbiology) Part 2 shall consist of

- a. Thesis
- b. Theory paper
- c. Practical examination & Viva voce
- d. Internal Assessment

**a. Thesis (100 marks):**

Each candidate after passing M. Sc Part — I examination will submit plan for the Thesis/Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation will be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. Part — II examination.

The thesis will be evaluated by two external and one main internal examiner.

**b. Theory examination: (each for 100 marks and of 3 hours duration)**

**Paper 1:** General Microbiology, immunology & related applied Microbiology

**Paper 2:** Systemic bacteriology, mycology & related applied Microbiology

**Paper 3:** Virology, Parasitology & related applied Microbiology

**c. Practical examination & Viva voce**

**(for 60 + 40 marks and of 3 days duration)**

Will consist of exercises of bacteriology, mycology, parasitology, virology & immunology



**d. Internal assessment (100 marks)**

Includes Sessional examinations, record books and day-to-day assessments

Thesis	100 marks
Paper— I	100 marks
Paper— II	100 marks
Paper — III	100 marks
Practical & Viva voce (60 + 40)	100 marks
Internal Assessment	100 marks

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Total	600 marks
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**7.10 Criteria for passing**

7.10.1 Results of University examinations shall be declared before the start of teaching for next academic session.

7.10.2 Passing in 1<sup>st</sup> part is compulsory before proceeding to Part II training.

7.10.3 In order to pass the examination the student must secure a minimum of 50% marks in theory and practicals separately.

7.10.4 Marks of Viva Voce shall be added to theory.

**7.11 Division and Merit list**

7.11.1 The division shall be awarded only after Part II University examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1<sup>st</sup> and 2<sup>nd</sup> part of MSc. Medical Microbiology University examinations. There shall be only three divisions as follows –

1<sup>st</sup> division with honors : 75 % and above

1<sup>st</sup> division : 60 % and above but below 75%

2<sup>nd</sup> division : 50 % and above but below 60%

7.11.2 The merit shall be declared by the University after the declaration of result of 2<sup>nd</sup> Part of MSc. Medical Microbiology University examinations on the basis of the integrated performance of all University examinations. The merit list shall include first 5 candidates securing at least 1<sup>st</sup> division and passing all MSc. Medical Microbiology University examinations in single attempt.

### 7.12 Condonation of deficiency in marks

- 7.12.1 The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.
- 7.12.2 After condonation of marks the result of the concerned University examination shall be declared as "Pass by condonation" or "Pass by grace".

### 8.0 REVALUATION / RE-TOTALING

- 8.1 **Re-totalling** - The University on application and remittance of stipulated fees as prescribed by the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subject for which a candidate has appeared in the University examination. Any error in addition of marks awarded, if identified shall be suitably rectified.
- 8.2 **Revaluation** - Revaluation of theory papers in all years of study of the M.Sc. Medical Microbiology course shall be permissible by the University on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

### 9.0 CANCELLATION OF ADMISSION

- 9.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:
- 9.1.1 He/She is not found to be qualified or eligible as per University norms and guidelines.
- 9.1.2 He/She is found to have produced false/forged documents or found to have used unfair means to secure admission.
- 9.1.3 He/She is found to be involved in serious breach of discipline in the institution or the University campus.

Ordinance No. 18  
BACHELOR OF SCIENCE IN NURSING (BASIC) B.Sc. (NURSING)  
4 YEARS DEGREE COURSE

**1.0 AIMS & OBJECTIVES****1.1 AIMS**

The aims of the undergraduate program are to

1.1.1 Produce knowledgeable competent nurses and midwives with clear critical thinking skills who are caring, motivated, assertive and well-disciplined responding to the changing needs of profession, healthcare delivery system and society.

1.1.2. Prepare them to assume responsibilities as professional, competent nurses and midwives in providing promotive, preventive, curative and rehabilitative healthcare services in any healthcare setting.

1.1.3. Prepare nurses and midwives who can make independent decisions in nursing situations within the scope of practice, protect the rights of individuals and groups and conduct research in the areas of nursing practice and apply evidence -based practice.

1.1.4. Prepare them to assume role of practitioner, teacher, supervisor and manager in all healthcare settings.

**1.2 OBJECTIVES**

On completion of the B.Sc. Nursing program, the B.Sc. nursing graduates will be able to

1.2.1 Utilize critical thinking to synthesize knowledge derived from physical, biological, behavioural sciences, and humanities, in the practice of professional nursing and midwifery.

1.2.2 Practice professional nursing and midwifery competently and safely in diverse settings, utilizing caring, critical thinking and therapeutic nursing interventions with individuals, families, populations and communities at any developmental stage and with varied lived health experiences.

1.2.3 Provide promotive, preventive and restorative health services in line with national health policies and programs.

1.2.4. Integrate professional caring into practice decisions that encompass values, ethical, and moral and legal aspects of nursing.

1.2.5 Respect the dignity, worth, and uniqueness of self and others.

1.2.6 Apply concepts of leadership, autonomy and management to the practice of nursing and midwifery to enhance quality and safety in health care.

1.2.7 Utilize the latest knowledge and skills related to information and technology to enhance patient outcomes.

1.2.8 Communicate effectively with patients, peers, and all health care providers.

1.2.9 Utilize the requisite knowledge, skills and technologies to practice independently and collaboratively with all health professionals applying the principles of safety and quality improvement.

1.2.10 Integrate research findings and nursing theory in decision making in evidence-based practice.

1.2.11 Accept responsibility and accountability for the effectiveness of one's own nursing and midwifery practice and professional growth as a learner, clinician and leader.

1.2.12 Participate in the advancement of the profession to improve health care for the betterment of the global society.

## **2.0 COURSE STRUCTURE**

The B.Sc. Nursing program is a four-year program comprising of eight semesters that is credit and semester based.

2.1 The duration of Basic of B.Sc (N) course shall extend over a period of four years consisting named below:

- I. I & II semester
- II. III & IV semester
- III. V & VI semester
- IV. VII & VIII semester (Including internship)

## **3.0 ACADEMIC QUALIFICATION FOR ADMISSION**

3.1 Candidate with Science who have passed the qualifying 12th Standard examination (10+2) and must have obtained a minimum of 45% marks in Physics, Chemistry and Biology taken together and passed in English individually.

3.2 English is a compulsory subject in 10+2 for being eligible for admission to B.Sc. (Nursing).

## **4.0 CRITERIA FOR SELECTION**

4.1 The candidate who fulfil the aforesaid academic qualification for admission.

4.2 The minimum age for admission shall be 17 years on 31st December of the year in which admission is sought.

4.3 Candidate shall be medically fit.

4.4 The admission in Basic B.Sc (Nursing) should be based on the merit of the entrance examination.

**5.0 COURSE DURATION**

5.1 The duration of Basic of B.Sc (N) course shall extend over a period of four years including internship.

5.2 The duration of each semester of Basic B.Sc (Nursing) shall be not less than 5 month.

5.3 The maximum period to complete the course successfully should not exceed 8 years.

**6.0 COURSE COMMENCEMENT**

6.1 The commencement Basic B.Sc (N) I year shall start during the period of August every year.

6.2 Vacation shall be granted maximum 3 weeks duration till seventh semester.

6.3 The subject to be studied in different academic year of Basic B.Sc (N) shall be as per scheme given as in subsequent sequence.

**7.0 EXAMINATION**

7.1 The medium of instruction and examination shall be English throughout the course of the study.

**7.2 SCHEME OF EXAMINATION**

The distribution of marks in internal assessment, End Semester College Exam, and End Semester University Exam for each course is shown below

I Semester						
S.N	Course	Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
<b>Theory</b>						
1.	Communicative English	25	25		2	50
2.	Applied Anatomy & Applied Physiology	25		75	3	100
3.	Applied Sociology & Applied Psychology	25		75	3	100
4.	Nursing Foundations I	*25				
<b>Practical</b>						
5.	Nursing Foundations I	*25				

\*Will be added to the internal marks of Nursing Foundations II Theory and Practical respectively in the next semester (Total weightage remains the same)

**II SEMESTER**

S.N	Course	Assessment (marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	<b>Theory</b>					
1.	Applied Biochemistry and Applied Nutrition & Dietetics	25		75	3	100
2.	Nursing Foundations (I & II)	25 I sem-25 & II sem - 25 (with average of both)		75	3	100
3.	Health/Nursing Informatics & Technology	25	25		2	50
	<b>Practical</b>					
4.	Nursing Foundations (I & II)	50 I sem-25 & II sem - 25	50	50		100

**III SEMESTER**

S.N	Course	Assessment (marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	<b>Theory</b>					
1.	Applied Microbiology and Infection Control including Safety	25		75	3	100
2.	Pharmacology I and Pathology I	25				
3.	Adult Health Nursing I	25		75	3	100
	<b>Practical</b>					
4.	Adult Health Nursing	50		50		100

**\*Will be added to the internal marks of Pharmacology II and Pathology II & Genetics in the next semester (Total weightage remains the same).**

## IV SEMESTER

S.N	Course	Assessment (marks)			Hours	Total Marks
		Internal	End Semester College Exam	End Semester University Exam		
	<b>Theory</b>					
1.	Pharmacology & Pathology (I & II) and Genetics	25 III Sem-25 & IV Sem-25 (with average of both)		75	3	100
2.	Adult Health Nursing II	25		75	3	100
3.	Professionalism, Ethics and Professional Values	25	25		2	50
	<b>Practical</b>					
4.	Adult Health Nursing II	50		50		100

## V SEMESTER

S.N	Course	Assessment (marks)			Hours	Total Marks
		Internal	End Semester College Exam	End Semester University Exam		
	<b>Theory</b>					
1.	Child Health Nursing I	*25				
2.	Mental Health Nursing I	*25				
3.	Community Health Nursing I including Environmental Science & Epidemiology	25		75	3	100
4.	Educational Technology/Nursing Education	25		75	3	100
5.	Introduction to Forensic Nursing and Indian Laws	25	25		2	50
	<b>Practical</b>					
6.	Child Health Nursing I	*25				
7.	Mental Health Nursing I	*25				
8.	Community Health Nursing I	50		50		100

\*Will be added to the internal marks of Child Health Nursing II and Mental Health Nursing II in both theory and practical respectively in the next semester (Total weightage remains same).

#### VI SEMESTER

VI SEMESTER						
S.N	Course	Assessment (marks)			Hours	Total Marks
		Internal	End Semester College Exam	End Semester University Exam		
Theory						
1.	Child Health Nursing ( I& II)	25 Sem V- 25 & Sem VI- 25 (with average of both)		75	3	100
2.	Mental Health Nursing (I & II)	25 Sem V-25 & Sem VI-25 (with average of both)		75	3	100
3.	Nursing Management & Leadership	25		75	3	100
4.	Midwifery/Obstetrics & Gynecology I	*25				
Practical						
5.	Child Health Nursing (I & II)	50 (Sem V-25 & Sem VI-25)		50		100
6.	Mental Health Nursing (I & II)	50 (Sem V-25 & Sem VI-25)		50		100
7.	Midwifery/Obstetrics & Gynecology I	*25				

\*Will be added to Internal marks of Midwifery II theory and practical respectively in the next semester (Total weightage remains the same)

#### VII SEMESTER

VII SEMESTER						
S.N	Course	Assessment (marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	Theory					



1.	Community Health Nursing II	25		75	3	100
2.	Nursing Research & Statistics	25		75	3	100
3.	Midwifery/Obstetrics and Gynecology (OBG) Nursing (I & II)	25 Sem VI-25 & Sem VII-25 (with average of both)		75	3	100
<b>Practical</b>						
4.	Community Health Nursing II	50		50		100
5.	Midwifery/Obstetrics and Gynecology (OBG) Nursing (I & II)	50 (Sem VI-25 & Sem VII-25)		50		100

**VIII SEMESTER**

S.N	Course	Assessment (Marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	<b>Practical</b>					
1	Competency Assessment	100		100		200

**7.3 UNIVERSITY EXAMINATION**

- 7.3.1 Applied Anatomy and Applied Physiology: Question paper will consist of Section-A Applied Anatomy of 37 marks and Section-B Applied Physiology of 38 marks.
- 7.3.2 Applied Sociology and Applied Psychology: Question paper will consist of Section-A Applied Sociology of 37 marks and Section-B Applied Psychology of 38 marks.
- 7.3.3 Applied Microbiology and Infection Control including Safety: Question paper will consist of Section-A Applied Microbiology of 37 marks and Section-B Infection Control including Safety of 38 marks.
- 7.3.4 Applied Nutrition and Dietetics and Applied Biochemistry: Question paper will consist of Section-A Applied Nutrition and Dietetics of 50 marks and Section-B Biochemistry of 25 marks.

- 7.3.5 Pharmacology, Genetics and Pathology: Question paper will consist of Section-A of Pharmacology with 38 marks, Section-B of Pathology with 25 marks and Genetics with 12 marks.
- 7.3.6 Nursing Research and Statistics: Nursing Research should be of 55 marks and Statistics of 20 marks.
- 7.3.7 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course/subject for appearing for examination.
- 7.3.8 Following exams shall be conducted as College exam and minimum pass is 50% (C Grade) and to be sent to the University for inclusion in the marks sheet and shall be considered for calculating aggregate.
- I. Communicative English
  - II. Health/Nursing Informatics and Technology
  - III. Professionalism, Professional Values and Ethics including Bioethics
  - IV. Introduction to Forensic Nursing & Indian Laws
- 7.3.9 Minimum pass marks shall be 40% (P grade/4 point) for English only and elective modules.
- 7.3.10 Minimum pass marks shall be 50% in each of the Theory and practical papers separately except in English.
- 7.3.11 The student has to pass in all mandatory modules placed within courses and the pass mark for each module is 50%

#### **7.4 INTERNAL EXAMINATION**

- 7.4.1 The candidate has to pass separately in internal and external examination (shall be reflected in the marks sheet). The institution shall submit average internal marks of the students not more than 75% (i.e. if 40 students are admitted in a course the average score of the 40 students shall not exceed 75% of total internal marks).
- 7.4.2 The marks distribution of internal assessment is shown in Appendix 1 and the specific guidelines in Appendix 2.

#### **7.5 SUPPLEMENTARY EXAMINATION**

- 7.5.1 The candidate shall appear for exams in each semester:

i. The candidate shall have cleared all the previous examinations before appearing for fifth semester examination. However, the candidates shall be permitted to attend the consecutive semesters.

ii. The candidate shall have cleared all the previous examinations before appearing for seventh semester examination. However, the candidates shall be permitted to attend the consecutive semesters.

iii. The candidate shall have cleared all the previous examination before appearing for final year examination.

7.5.2 The maximum period to complete the course successfully should not exceed 8 years.

## 8.0 CRITERIA FOR PASSING

8.1 A candidate has to pass in theory and practical exam separately in each of the paper.

8.2 If a candidate fails in either theory or practical, he/she has to re-appear for both the papers (Theory and Practical).

8.3 If the student has failed in only one subject and has passed in all the other subjects of a particular semester and Grace marks of up to 5 marks to theory marks can be added for one course/subject only, provided that by such an addition the student passes the semester examination.

8.4 Maximum number of candidates for practical examination should not exceed 20 per day. Particular year and of same institution batch shall be examined by the same set of examiners.

8.5 All practical examinations must be held in the respective clinical areas.

## 9.0 DIVISION & MERIT

### Grading of Performance

Based on the performance, each student shall be awarded a final grade at the end of the semester for each course. Absolute grading is used by converting the marks to grade, based on predetermined class intervals.

UGC 10 point grading system is used with pass grade modified.

Letter grade	Grade point	Percentage of marks
O (Outstanding)	10	85 % & Above
A + (Excellent)	9	80-84.99 %
A (Very Good)	8	75-79.99 %
B + (Good)	7	65-74.99 %
B (Above Average)	6	60-64.99 %
C (Average)	5	50-59.99 %

P (Pass)	-	50 % and above
F (Fail)	()	< 50 %
Ab (Absent)	0	0

### 10.0 ATTENDANCE

10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course/subject for appearing for examination.

10.2 A candidate must have 100% attendance in each of the practical areas before award of degree.

### 11.0 APPOINTMENT OF EXAMINERS

11.1 One internal and one external examiner should jointly conduct practical examination for each student.

11.2 An examiner for theory and practical/OSCE examination should be an Assistant Professor or above in a College of Nursing with M.Sc. (Nursing) in concerned subject and minimum 3 years of teaching experience. To be an examiner for Nursing Foundations course, the faculty having M.Sc. (Nursing) with any specialty shall be considered.

### 12.0 RE EVALUATION/ RE- TOTALING

12.1 If the student has failed in only one subject and has passed in all the other subjects of a particular semester and Grace marks of up to 5 marks to theory marks can be added for one course/subject only, provided that by such an addition the student passes the semester examination.

12.2 The result after re evaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the University.

### 13.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, If:

13.1 Candidate is not found qualified as per INC/state Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

13.2 Candidate is not able to complete the course within the stipulated time as prescribed.

13.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

**14.0 CURRICULUM IMPLEMENTATION: OVER ALL PLAN**

Duration of the program: 8 semesters

1-7 semesters

One semester plan for the first 7 semesters

Total Weeks per Semester: 26 weeks per semester

Number of Weeks per Semester for instruction: 20 weeks (40 hours per week × 20 weeks = 800 hours)

Number of Working Days: Minimum of 100 working days (5 days per week × 20 weeks)

Vacation, Holidays, Examination and Preparatory Holidays: 6 weeks

Vacation: 3 weeks

Holidays: 1 week

Examination and Preparatory Holidays: 2 weeks

**8th Semester**

One semester: 22 weeks

Vacation: 1 week

Holidays: 1 week

Examination and Preparatory Holidays: 2 weeks

**1. COURSES OF INSTRUCTION WITH CREDIT STRUCTURE**

S.No	Semester	Course Code	Course/Subject Title	Theor y credits	Theor y Conta ct hours	Lab/ Skill Lab credits	Lab/ Skill Lab Conta ct hours	Clinical credits	Clinical Conta ct hours	Total credits	Total (hours)
1	First	ENGL 101	Communicative English	2	40						40
		ANAT 105	Applied Anatomy	3	60						60
		PHYS 110	Applied Physiology	3	60						60
		SOCI 115	Applied Sociology	3	60						60
		PSYC 120	Applied Psychology	3	60						60
		N-NF (I) 125	Nursing Foundation I including First Aid module	6	120	2	80	2	160	10	360
		SSCC (I) 130	Self-study/Co-curricular								40+40
			<b>TOTAL</b>	<b>20</b>	<b>400</b>	<b>2</b>	<b>80</b>	<b>2</b>	<b>160</b>	<b>20+24</b>	<b>640+80 = 720</b>
2	Second	BIOC 135	Applied Biochemistry	2	40						40
		NUTR 140	Applied Nutrition and Dietetics	3	60						60

		N-NF (II) 125	Nursing Foundation II including Health Assessment module	6	120	3	120	4	320	560
		HNIT 145	Health/Nursing Informatics & Technology	2	40	1	40			80
		SSCC(II) 130	Self-study/Co-curricular							40+20
			<b>TOTAL</b>	<b>13</b>	<b>260</b>	<b>4</b>	<b>160</b>	<b>4</b>	<b>320</b>	<b>13+4 740+60 + = 800 4=21</b>
3	<b>Third</b>	MICR 201	Applied Microbiology and Infection Control including Safety	2	40	1	40			80
		PHAR (I) 205	Pharmacology I	1	20					20
		PATH (I) 210	Pathology I	1	20					20
		N-AHN (I) 215	Adult Health Nursing I with integrated pathophysiology including BCLS module	7	140	1	40	6	480	660
		SSCC (I) 220	Self-study/Co-curricular							20
			<b>TOTAL</b>	<b>11</b>	<b>220</b>	<b>2</b>	<b>80</b>	<b>6</b>	<b>480</b>	<b>11+2 780+20 + = 800 6=19</b>
4	<b>Fourth</b>	PHAR (II) 205	Pharmacology II including Fundamentals of prescribing module	3	60					60
		PATH (II) 210	Pathology II and Genetics	1	20					20
		N-AHN (II) 225	Adult Health Nursing II with integrated pathophysiology including Geriatric Nursing - Palliative care module	7	140	1	40	6	480	660
		PROF 230	Professionalism, Professional Values and Ethics including bioethics	1	20		20			
		SSCC(II) 220	Self-study/Co-curricular							40
			<b>TOTAL</b>	<b>12</b>	<b>240</b>	<b>1</b>	<b>40</b>	<b>6</b>	<b>480</b>	<b>12+1 760+40 + = 800 6=19</b>
	<b>Fifth</b>	N-CHN(I) 301	Child Health Nursing I including Essential Newborn Care (ENBC), FBNC, IMNCI and PLS, modules	3	60	1	40	2	160	260
		N-MHN(I) 305	Mental Health Nursing I	3	60	1	80		140	
		N-COMH(I) 310	Community Health Nursing I including Environmental Science & Epidemiology	5	100	2	160		260	
		EDUC 315	Educational Technology/Nursing Education	2	40	1	40	80		
		N-FORN 320	Introduction to Forensic Nursing and Indian laws	1	20		20			

		SSCC(I) 325	Self-study/Co-curricular		20+20							
			TOTAL	14	280	2	80	5	400	14+2 + 5=21	760+40 =800	
6	Sixth	N-CIN(I) 301	Child Health Nursing II	2	40	1	80		120			
		N-MHN(II) 305	Mental Health Nursing II	2	40	2	160		200			
		NMLE 330	Nursing Management & Leadership	3	60	1	80		140			
		N-MIDW(I) / OBGN 335	Midwifery/Obstetrics and Gynaecology (OBG) Nursing I including SBA module	3	60	1	40	3	240		340	
		SSCC(II) 325	Self-study/Co-curricular									
			TOTAL	10	200	1	40	7	560	10+1 + 7=18	800	
7	Seventh	N-COMH(II) 401	Community Health Nursing II	5	100	2	160		260			
		NRST 405	Nursing Research & Statistics	2	40	2	80 (Project-40)	120				
		N-MIDW(II) OBGN 410	Midwifery/Obstetrics and Gynaecology (OBG) Nursing II including Safe delivery app module	3	60	1	40	4	320		420	
			Self-study/Co-curricular									
			TOTAL	10	200	3	120	6	480	10+3 + 6=19	800	
8	Eight (Internship)	INTE 415	Community Health Nursing - 4 weeks									
		INTE 420	Adult Health Nursing - 6 weeks									
		INTE 425	Child Health Nursing - 4 weeks									
		INTE 430	Mental Health Nursing - 4 weeks									
		INTE 435	Midwifery - 4 weeks									
			TOTAL = 22 weeks	12	(1 credit = 4 hours per week per semester)						1056 (4 hours x 22 weeks = 88 hours x 12 credit = 1056 hours)	
												1056 hours (48 hours per week X 22 weeks)

Ordinance No. 19  
MASTER OF SCIENCE IN NURSING (M. Sc. NURSING)  
2 YEAR POST GRADUATE DEGREE COURSE

1.0 AIM AND OBJECTIVES

1.1 AIM

1.1.1 The aim of the postgraduate program in nursing is to prepare to assume responsibilities as nurse specialists, consultants, educators, administrators in a wide variety of professional settings

1.2 OBJECTIVES

On completion of the two year M.Sc Nursing programme, they will be able to:

1.2.1 Utilize/apply the concepts, theories and principles of nursing science.

1.2.2 Demonstrate advance competence in practice of nursing.

1.2.3 Practice as a nurse specialist

1.2.4 Demonstrate leadership qualities and function effectively as nurse educator and manager.

1.2.5 Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health related research.

1.2.6 Demonstrate the ability to plan and effect change in nursing practice and in the health care delivery system.

1.2.7 Establish collaborative relationship with members of other disciplines.

1.2.8 Demonstrate interest in continued learning for personal and professional advancement.

2.0 COURSE STRUCTURE

The post graduate degree in nursing two year course here-in-after designated as M. Sc. (Nursing).

2.1 The duration of M.Sc. (N) Course shall extend over a period of two years consisting named below:

i. M.Sc. (N) I Year

ii. M.Sc. (N) II Year

3.0 ACADEMIC QUALIFICATION FOR ADMISSION

3.1 The candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.

3.2 The minimum education requirements shall be the passing of:

B.Sc.Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing with minimum of 55% aggregate marks.

3.3 The candidate should have undergone in B.Sc. Nursing / B.Sc. Hons. Nursing Post Basic B.Sc. Nursing in an institution which is recognized by Indian Nursing Council.

3.4 Minimum one year of work experience after Basic B.Sc. Nursing.

3.5 Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.

3.6 Candidate shall be medically fit.

3.7 There is 5% relaxation of marks for SC/ST candidates may be given.

4.0 CRITERIA FOR SELECTION

4.1 Entrance/Selection test Selection of the candidates should be based on the merit of the entrance examination



or qualifying examination held by University or competent authority.

#### 5.0 COURSE DURATION

5.1 The complete duration of M.Sc. (N) course shall be two years.

5.2 The duration of each academic year of M.Sc. (N) & II years shall be not less than 10 months.

5.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

#### 6.0 COURSE COMMENCEMENT

6.1 The commencement of 1<sup>st</sup> year M.Sc. (N) shall start during the period of July /August of every year.

6.2 Vacation shall be granted maximum four weeks duration between 2 academic years.

6.3 The subject to be studied in different academic year of M.Sc. (N) shall be as per scheme given as in subsequent sequence.

#### 7.0 EXAMINATION

7.1 The medium of instruction and examination shall be English through out the course of the study.

#### 7.2 SCHEME OF EXAMINATION

FIRST YEAR						
Subject	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Education	3	25	75		50	50
Advance Nursing Practice	3	25	75			
Nursing Research and Statistics	3	25	75			
Clinical Speciality – I	3	25	75		100	100
Total		100	300		150	150

SECOND YEAR						
Subject	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Management	3	25	75			
Dissertation & Viva					100	100
Clinical Speciality – II	3	25	75		100	100
Total	9	50	150		200	200

### 7.3 University Examination

- 7.3.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.
- 7.3.2 A candidate has to pass in theory and practical exam separately in each of the paper.
- 7.3.3 The University assessment marks for the theory subjects shall be out of 75 marks.
- 7.3.4 The University assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 75, consisting of Nursing Research 50 and Statistics 25 Marks.
- 7.3.5 The Practical examination marks for the University assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.
- 7.3.6 Candidate who fails in any subject shall be permitted to continue the studies into the second year.
- 7.3.7 The candidate shall not be allowed to appear for the Second year examination till such time that he/she passes all subjects of the first year M.Sc nursing examination.
- 7.3.8 A candidate failing in more than two subjects will not be promoted to the second year.
- 7.3.9 Maximum number of attempts per subject is three (3) inclusive of first attempt.
- 7.3.10 The practical examination should be done for 4 hours per student.
- 7.3.11 Maximum number of students should not exceed more than 10 students per day per speciality.
- 7.3.12 The examination should be held in clinical area only for clinical specialties.
- 7.3.13 The dissertation examination should be conducted for a minimum of 30 minutes of Viva-voce per student.

### 7.4 Internal Examination

- 7.4.1 The internal assessment of the students is based on

Techniques	Weightage
Two test	50
Assignment	25
Seminar / presentation	25

- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 25, consisting of Nursing Research 15 and Statistics 10 Marks.
- 7.4.4 The Practical examination marks for the internal assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.

7.4.5 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.

#### 7.5 Supplementary Examination

7.5.1 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).

7.5.2 There Will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. There will another Supplementary Examination at the time of Annual main examination.

7.5.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the three attempts.

#### 7.6 Guidelines for Dissertation

7.6.1 Tentative Schedule for dissertation shall be as follows

7.6.1.1 Submission of the research proposal: End of 9<sup>th</sup> month of 1st year.

7.6.1.2 Submission of dissertation - Final: End of 9<sup>th</sup> month of 2nd Year.

#### 7.6.2 Qualification of Research Guide

7.6.2.1 Main guide: Nursing faculty / nursing expert in the same clinical speciality holding Ph.D. / M. Phil or M. Sc. Nursing with a minimum of 3 years experience in teaching in the Post Graduate Programme in Nursing.

#### 7.6.2.2 Co-Guide:

A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the city.)

7.6.2.3 Guide: Students Ratio: Maximum of 1:4 (including as co-guide)

7.6.3 There should be a research committee comprising of minimum 5 members chaired by the Principal, College of Nursing.

7.6.4 The research topics shall be approved by institutional research committee.

7.6.5 Administrative approval and ethical clearance should be obtained

#### 8.0 CRITERIA FOR PASSING

8.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.

8.2 A candidate has to pass in theory and practical exam separately in each of the paper.

8.3 If a candidate fails in either theory or practical paper he/she has to reappear for both the papers (Theory and practical).

#### 9.0 DIVISION & MERIT

9.1 For declaring the rank aggregate of 2 years marks to be considered.

9.2 Classification of results

- |      |                 |               |
|------|-----------------|---------------|
| i.   | Distinction     | 75% and above |
| ii   | First Division  | 60 - 74 %     |
| iii. | Second Division | 50 - 59 %     |
- jv. 50% pass in each of the theory and practical separately.

#### 10.0 ATTENDANCE

10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.

10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

#### 11.0 APPOINTMENT OF EXAMINERS

11.1 Question paper setter moderator / head evaluator / Examiner shall have minimum 3 years experience after M.Sc nursing working in any nursing institute conducting nursing courses can be appointed.

11.2 Practical examiner One internal and one external examiner (outside the University) should jointly conduct practical examination for each student.

#### 11.3 Evaluation of the Dissertation

11.3.1 Evaluation of the dissertation should be done by the examiner prior to viva.

11.3.2 One internal and one external examiner (outside the University) should evaluate dissertation and jointly conduct viva-voce for each student

11.3.3 For Dissertation Internal examiner should be the guide and external examiner should be Nursing faculty / nursing expert in the same clinical specialty holding Ph.D. / M. Phil or M.Sc. Nursing with a minimum of 3 years experience in guiding the research projects for Post Graduate students of Nursing.

#### 12.0 REVALUATION / RE-TOTALING

12.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects) applied.

12.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the Chirayu University.

#### 13.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

13.2 Candidate is not able to complete the course within the stipulated time as prescribed in

5.3.

OR

13.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

## 14.0 SCHEME OF STUDIES

## 14.1 Annual schedule of studies

i.	Available	52 weeks
ii.	Vacation	4 weeks
iii.	Examination	2 weeks
iv.	Gazetted holidays	3 weeks
v.	Total weeks available	43 weeks
vi.	40 hours per week	1720 hours
vii.	Total hours for 2 years-	3440 hours

14.2 The subject to study in different academic Year of M.Sc. (N) shall be as per the scheme given in subsequent sections.

## Distribution of Hours

## First Year

Paper number	Subject	Theory	Practical
1	Nursing Education	150	150
2	Advance Nursing Practice	150	200
3	Nursing Research and statistics	150	100
4	Clinical Speciality - I	150	650
	<b>Total</b>	<b>600</b>	<b>1100</b>

## Second Year

Paper number	Subject	Theory	Practical
5	Nursing Management	150	150
6	Nursing Research (Dissertation )		300
7	Clinical Speciality - II	150	950
	<b>Total</b>	<b>300</b>	<b>1400</b>

\*Clinical Speciality - **Medical Surgical Nursing** (Cardio Vascular & Thoracic Nursing, Critical Care Nursing, Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, Orthopedic Nursing, Gastro - Enterology Nursing), **Obstetric & Gynecological Nursing**, **Child Health Nursing (Paediatric)**, **Mental Health Nursing (Psychiatric)**, **Community Health Nursing**.

Note:-Educational visit 2 weeks.



Ordinance No. 20  
POST BASIC B.SC. NURSING  
(2 YEAR DEGREE COURSE)

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

1.0 AIMS & OBJECTIVES

1.1 AIMS

The aim of the undergraduate programme at the Post Basic level Is to upgrade the diploma (GNM) nurses to:

- 1.1.1 Assume responsibilities as professional, competent nurses and midwives at basic level in providing promotive, preventive, curative, and rehabilitative services,
- 1.1.2 Make Independent decisions in nursing situations, protect the rights of and facilitate Individuals and groups in pursuit of health, function In the hospital, community nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical / public health settings.

1.2 OBJECTIVES

On completion of Post Basic B. Sc. Nursing degree programme the graduates will be able to

- 1.2.1 Assess health status, identify nursing needs, plan, implement and evaluate nursing care for patients clients that contribute to health of individuals, families and communities.
- 1.2.2 Demonstrate competency in techniques of nursing based on concepts and principles from selected areas of nursing, physical, biological and behavioural scenes.
- 1.2.3 Participate as members of health team In the promotive, preventive, curative and restorative health care delivery system of the country.
- 1.2.4 Demonstrate skills in communication and Interpersonal relationship.
- 1.2.5 Demonstrate leadership qualities and decision-making abilities in various situations.
- 1.2.6 Demonstrate skills in teaching to Individuals and groups in community health settings.
- 1.2.7 Demonstrate managerial skills In community health setting.
- 1.2.8 Practice ethical values in their personal and professional life.
- 1.2.9 Participate In research activities and utilize research findings in improving nursing practice.
- 1.2.10 Recognize the need for continued learning for their personal and professional development.

2.0 The degree in nursing two year course here in after will be designated as Post Basic Bachelor of Science in Nursing in short "Post Basic B.Sc. (Nursing)".

### 3.0 COURSE STRUCTURE

#### 3.1

The duration of Post Basic B.Sc. (Nursing) course shall be extended over a period of two years consisting named below:

- I. Post Basic B.Sc. (Nursing) First Year
- II. Post Basic B.Sc. (Nursing) Second Year

4.0 Seat Intake: As per approval of regulatory body.

5.0 Reservation : As per Statute No.18 clause no. 5 of Chirayu University, Bhopal, approved a published in M. P. Gazette.

### 6.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

6.1 Passed the Higher Secondary or Senior Secondary or Intermediate or 10+2 or an equivalent examination recognized by the university for this purpose. Those who have done 10+1 in or before 1986, will be eligible for admission.

6.2 Obtained a certificate in General Nursing and Midwifery and registered as registered Nurse and Registered Midwife (R.N. R.M.) with the State Nurses Registration Council.

A male nurse, trained before the implementation of the new Integrated course besides being registered as a nurse with State Nurse Registration Council, shall produce evidence of training approved by Indian Nursing Council for a similar duration In lieu of midwifery in any one of the following areas of Operation Theatre (O.T.) Techniques. Ophthalmic Nursing/ Leprosy Nursing/ Tuberculosis (T.B.) Nursing /Psychiatric Nursing / Neurological and Neuro-Surgical Nursing Community Health Nursing / Cancer Nursing/Orthopedic Nursing.

6.3 Nurses from other countries must obtain an equivalence certificate from INC before admission.

6.4 Candidates should be medically fit.

### 7.0 CRITERIA FOR SELECTION

7.1 The candidate who fulfils the aforesaid academic qualification for admission.

7.2 Admission shall be based on merit of qualifying examination.

7.3 Candidate should be medically fit.

7.4 There shall be no upper age limit for admission for trained Registered nurses.

### 8.0 COURSE DURATION

8.1 The complete duration of Post Basic B.Sc.(Nursing) course shall be of two years.

8.2 The duration of each course of Post Basic B.Sc. (Nursing) I, II years shall not be less than 10 months.

8.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

#### 9.0 COURSE COMMENCEMENT

9.1 The commencement of first year Post Basic B. Sc. (Nursing) shall start during the period of July/August of every year.

#### 10.0 EXAMINATION

10.1 The medium of Instruction and examination shall be English throughout the course of the study.

#### 10.2 SCHEME OF EXAMINATION

Paper	Subjects	Duration	Int. Ass.	Ext. Ass.	Total Marks
<b>1<sup>st</sup> Year</b>					
1.	Nursing Foundation	2	15	35	50
2.	Nutrition & Dietetics	2	15	35	50
3.	Biochemistry & Biophysics	3	25	75	100
4.	Psychology	3	25	75	100
5.	Microbiology	3	25	75	100
6.	Maternal Nursing	3	25	75	100
7.	Child Health Nursing	3	25	75	100
8.	Medical & Surgical Nursing	3	25	75	100
9.	English (Qualifying)	3	25	75	100
<b>Practicals</b>					
1.	Medical & Surgical Nursing		50	50	100
2.	Maternal Nursing		50	50	100
3.	Child Health Nursing		50	50	100
<b>2<sup>nd</sup> Year</b>					
10.	Sociology	3	25	75	100
11.	Community Health Nursing	3	25	75	100
12.	Mental Health Nursing	3	25	75	100
13.	Introduction to Nursing Education	3	25	75	100
14.	Introduction to Nursing Administration	3	25	75	100
15.	Introduction to Nursing Research & Statistics	2	50	-	50
<b>Practicals</b>					
4.	Community Health Nursing		50	50	100
5.	Mental Health Nursing		50	50	100
6.	Research Project		50	50	50



\* Qualifying examination at college level not university level.

\*\*College examination not University examination.

### 10.3 University Examination

10.3.1 There shall be one annual University examination at the end of each academic year in the month of May/June.

10.3.2 The external examination for practical subject shall be out of 50 marks.

10.3.3 The external assessment marks for theory subject shall be out of 75 marks except Nursing Foundation (Paper 1), Nutrition & Dietetics (Paper 2) shall be out of 35 Marks.

10.3.4 Theory and practical exams for Introduction to Nursing Research and Statistics (Paper 15) will be conducted as college exam and marks to be send to University for Inclusion in the mark sheet.

10.3.5 A 50% of minimum marks in each theory and practical paper separately is required for passing.

10.3.6 A candidate has to secure minimum of 33 % in English (qualifying examination). The obtained marks shall not be added in grand total.

10.3.7 Maximum number of candidate for practical examination should not exceed 20 per day.

10.3.8 All practical examinations must be held In the respective clinical areas.

10.3.9 The duration of theory examination shall be three hours except Nursing Foundation. (Paper 1) and Nutrition & Dietetics (Paper 2) It should be two hrs.

### 10.4 Supplementary Examination

10.4.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. However those who fails In supplementary exam they will appear in main exam.

10.4.2 Only supplementary subjects will have to be repeated in midsession supplementary or supplementary examination with the main annual examination.

### 10.5 Internal Examination

10.5.1 The assessment of academic growth of the students shall be done on continuously and day to day basis.

10.5.2 The Internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignments and clinical performance. |

10.5.3 The internal assessment marks for the theory subjects shall be out of 25 Marks except Nursing Foundation (Paper 1) and Nutrition and Dietetics (Paper 2) shall be out of 15 marks.

10.5.4 The Internal assessment marks for the practical shall be out of 50 marks.

10.5.5 The duration of theory examination (conducted at college level) shall be two hours for Introduction to Nursing Research & Statistics (Paper 15).

10.5.6 The practical exam for Research Project shall be conducted at college level and marks shall be send to the University for Inclusion in the mark sheet. There will not be University practical exam for aforesaid paper.

10.5.7 A candidate has to secure minimum of 50% marks in Internal examination for qualifying/appearing in the external examination.

10.5.8 a In case a candidate fail/supplementary In any subject/s there shall be provision of Improvement In Internal assessment marks and those marks shall be consider In subsequent examinations.

#### 11.0 CRITERIA FOR PASSING

11.1 A Candidate has to pass in theory and practical exam separately in each of the paper.

11.2 Minimum passing marks shall be 50% In each of the theory (I.e. Internal assessment and university examination taken together) and practical (I.e. Internal assessment and university examination taken together) papers separately.

11.3 A candidate has to secure minimum of 33 % in qualifying subject (English) for passing.

11.4 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical),

11.5 A Candidate falling in any number of subjects will be promoted to the next year but the duration of completion shall not exceed then 4 year.

11.6 Grace marks up to an aggregate of 5 marks may be awarded to students who have fail in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

#### 12.0 DIVISION & MERIT

Distinction 75% and above in any subject (First attempt only).

First Division 60% and above in the aggregate of marks of all main subjects

Second Division 50% and above but less than 60% In the aggregate of Marks of all main subjects.

Pass - Shall be awarded to the candidate passing with Supplementary or more than one attempt.

#### 13.0 ATTENDANCE

13.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory in each subject for appearing for examination.

13.2 A candidate should have 100% attendance in each of the practical area before award of degree.

#### 14.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following rules.

14.1 Question paper setter / moderator / evaluator shall be Professor, Associate Professor, Assistant Professor or Lecturer working in any nursing institute conducting nursing courses with minimum of 3 year of teaching experience can be appointed. The panel of the entire above mentioned category shall be submitted by Dean-Faculty.

#### 14.2 Practical examiner

14.2.1 One Internal and one external examiner should jointly conduct practical examination for each student.

14.2.2 An examiner should be a lecture or above In a college of nursing with M. Sc (N) in concerned subject and minimum of 3 year of teaching experience.

#### 15.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, If;

15.1 Candidate Is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

15.3 Candidate is found Involved in serious breach of discipline in the institution or in the in or University campus.

#### 16.0 SCHEME OF STUDIES

16.1 Annual schedule of studies shall be as follows-

- Weeks available per year = 52 weeks
- Vacation = 8 weeks

- Gazetted holidays = 3 weeks
- Examination (Including preparatory) = 4 weeks
- Available weeks = 37 weeks
- Hours per week = 40 Hours
- Practical = 30 hours per Wk(5x6 =30)
- Theory = 10 hours per wk (2x5 =10)
- Hours available per academic year = 1480 (37 wk x 40 hours)

14.2 The subject to study In different academic year of Post Basic B.Sc. (Nursing) shall be as per the scheme given in subsequent sections.

S. No.	Subject	Hours Theory	Hours Practical
<b>1<sup>st</sup> Year</b>			
1.	Nursing Foundation	45	
2.	Nutrition & Dietetics	30	15
3.	Biochemistry & Biophysics	60	
4.	Psychology	60	15
5.	Maternal Nursing	60	240
6.	Child Health Nursing	60	240
7.	Microbiology	60	30
8.	Medical & Surgical Nursing	90	270
9.	English (Qualifying)	60	-
Total		525	810
Note: Hindi/local language as per the need of the institution.			
<b>2<sup>nd</sup> Year</b>			
10.	Sociology	60	
11.	Community Health Nursing	60	240
12.	Mental Health Nursing	60	240
13.	Introduction to Nursing Education	60	75
14.	Introduction to Nursing Administration	60	180
15.	Introduction to Nursing Research & Statistics	45	120
Total		345	855

Ordinance No. 21  
POST BASIC DIPLOMA IN NEONATAL NURSING  
(1 YEAR DIPLOMA COURSE)

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

1.0 AIMS & OBJECTIVES

1.1 AIMS

Prepare nurses with specialized knowledge, skills and attitude In providing advanced quality care to neonates, their families and communities.

1.2 OBJECTIVE

- 1.2.1 Describe the concepts and principles of neonatal nursing.
- 1.2.2 Communicate effectively and foster actively a family-child relationship.
- 1.2.3 Demonstrate skill in providing essential newborn care.
- 1.2.4 Perform neonatal advance life support skills.
- 1.2.5 Apply nursing process in caring of neonates receiving intensive care.
- 1.2.6 Participate effectively as a member of the health care team.
- 1.2.7 Organize and demonstrate skills in management of neonatal services.
- 1.2.8 Make a plan for organization of neonatal unit.
- 1.2.9 Conduct research in neonatal nursing.
- 1.2.10 Teach and supervise nurses and allied health workers.

2.0 The Diploma in Nursing One year course here in after will be designated as POST BASIC DIPLOMA IN NEONATAL NURSING.

3.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

- 3.1 Candidate should be a Registered Nurse & Midwife (R.N & R.M) or equivalent.
- 3.2 Possess a minimum of one year experience as a staff nurse.
- 3.3 Candidate from other countries must obtain an equivalence certificate as per guideline of INC.

3.4 Male Nurses who have not done midwifery in GNM programme must submit a certificate of

completion of a course of 6-9 months duration approved by INC in lieu of midwifery.

4.0 Seat Intake: As per approval of regulatory body.

5.0 Reservation: As per Statute No. 18 clause no. 5 of Chirayu University, Bhopal approved & published in M. P. Gazette.

#### 6.0 CRITERIA FOR SELECTION

- 6.1. The candidate who fulfils the aforesaid academic qualification for admission.
- 6.2. Admission shall be based on merit.
- 6.3. Candidate should be medically fit.
- 6.4. There shall be no upper age limit for admission for trained registered nurses.

#### 7.0 COURSE DURATION

7.1 The duration of Post Basic Diploma in Neonatal Nursing course shall be one academic year including internship.

7.2 The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

#### 8.0 COURSE COMMENCEMENT

8.1 The commencement of the course shall start during the period of July/Aug of every year.

#### 9.0 EXAMINATION

9.1 The medium of instruction and examination shall be English throughout the course of the study.

##### 9.2 Scheme of Examination

Subject	Int, Assessment Marks	Ext. Ass. Marks	Total marks	Duration (in hours)
<b>A. Theory</b>				
Paper I – Clinical nursing I	50	150	200	3
Paper II- Clinical Nursing - II	50	150	200	3
Paper III- Supervision and management, Clinical teaching, Elementary Research & Statistics	50	150	200	3
<b>B. Practical</b>				
Clinical Nursing ( Teaching & Supervision to be integrated )	100	100	200	-
<b>Grand Total</b>	<b>250</b>	<b>550</b>	<b>800</b>	<b>-</b>

##### 9.3 Internal Examination

9.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

9.3.2 The internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignments and clinical performance.

9.3.3 The internal assessment marks for theory subjects shall be as per scheme of examination.

9.3.4 A candidate should obtain minimum 50% marks separately in internal assessment.

#### 9.4 University Examination

9.4.1 There shall be an annual university examination at the end of academic session in the month of May/June.

9.4.2 There shall be supplementary examination in the month of Sep/Oct.

9.4.3 The candidate who fails in supplementary examination can reappear in next annual examination.

9.4.4 The practical examination shall be held in respective clinical area.

#### 10.0 CRITERIA FOR PASSING

10.1 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and university examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.

10.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

10.3 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

10.4 Grace marks up to a aggregate of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

#### 11.0 DIVISION, MERIT & CERTIFICATION

11.1 The division shall be awarded on the following basis

Distinction	75% and above (First attempt only)
First Division	60% and above and below 75 %
Second Division	50% and above and below 60%
Pass	Shall be awarded to the candidate passing with Supplementary or passing in more than one attempt.

11.2 The merit shall be awarded on the basis of the grand total marks.

#### 12.0 ATTENDANCE/

12.1 A candidate must have minimum of 80% attendance in each subject for appearing in university examination.

12.2 The candidate should have 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

### 13.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following Rules:

13.1 Question paper setter / moderator / evaluator/ practical examiner shall be M.Sc Nursing in Child Health/Paediatric Nursing with minimum 1 year teaching experience or Post Basic Diploma in Neonatal Nursing with 2 years of teaching experience working in any nursing Institute, The panel of the entire above mentioned category shall be submitted by Dean Faculty,

13.2 One internal and one external examiner should jointly conduct practical examination for each student.

### 14.0 REVALUATION / RE-TOTALLING

14.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects) applied.

14.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the Chirayu University,

### 15.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, If;

15.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University,

OR

15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

15.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

### 16.0 SCHEME OF STUDIES

16.1 Annual schedule of studies.



• Teaching: Theory and Clinical Practice	42 weeks
• Internship	4 weeks
• Examination (including preparatory leave)	2 weeks
• Vacation	2 weeks
• Public holidays	2 weeks

Total 52 weeks

16.2 The subject of study in academic year shall be as per the scheme given in subsequent sections.

#### DISTRIBUTION OF HOURS

Subjects	Theory	Practical
1. Clinical nursing I ( Inclusive of foundation courses )	155 Hrs	Integrated Clinical Practice (1280 Hrs )
2. Clinical Nursing - II	155 Hrs	
3. Supervision and management, Clinical teaching, Elementary Research & Statistics		
i. Supervision and Management ii. Clinical Teaching iii. Elementary Research & Statistics	30 Hrs 30 Hrs 30 Hrs	
4. Internship		160 Hrs
<b>Grand Total</b>	<b>400 Hrs</b>	<b>1440 Hrs</b>

• Hours distribution for theory and practice	42 weeks X 40 hrs/week=1680 hrs
• Block Classes	4 weeks X 40 hrs/week=160 hrs
• Integrated theory & clinical practice	38 weeks X 40 hrs/week=1520 hrs
• ( Theory 400 Hrs ) * Theory 6 Hours /week	38 weeks X 6 hrs/week=228 hrs
• Clinical Experience 34 hours /week	38 weeks X 34 hrs/week=1292 hrs
• Internship	4 weeks X 40 hrs=160 hrs

#### 16.3 Clinical Experience

Clinical experience must be provided as the stipulated clinical hours.

The student should be posted in - Neonatal services unit for 38 weeks including two weeks evening and two weeks night.

- Labour room 4 weeks
- Postnatal ward 4 weeks
- Newborn Unit- NICU 4 weeks
- Pediatric Surgery NICU 24 weeks
- Community/follow-up/clinic 2 weeks

Ordinance No. 22  
POST BASIC DIPLOMA IN CARDIO THORACIC NURSING  
(1 YEAR DIPLOMA COURSE)

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

1.0 AIMS & OBJECTIVES

1.1 AIMS

Prepare nurses with specialized knowledge, skills and attitude in providing advanced quality care to

cardio-thoracic patients, their families and communities.

1.2 OBJECTIVES

1.2.1 Describe the concepts and principles of cardio-thoracic nursing.

1.2.2 Perform advance cardiac life support skills

1.2.3 Apply nursing process in caring of patients with cardio thoracic diseases.

1.2.4 Communicate effectively with patients having cardio thoracic problems and their family members.

1.2.5 Demonstrate skills in management of cardio-thoracic services/units.

1.2.6 Participate effectively as a member of the cardiac care team

1.2.7 Make a plan for organization of cardiac and thoracic units.

1.2.8 Conduct research in cardio thoracic nursing.

1.2.9 Teach and supervise nurses and allied health workers

2.0 The Diploma in Nursing One year course here in after will be designated as POST BASIC DIPLOMA IN CARDIO THORACIC NURSING.

3.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

3.1 Candidate should be a Registered Nurse & Midwife (R.N & R.M) or equivalent.

3.2 Possess a minimum of one year experience as a staff nurse.

3.3 Candidate from other countries must obtain an equivalence certificate as per guideline of INC.

3.4 Male Nurses who have not done midwifery in GNM programme must submit a certificate of completion of a course of 6-9 months duration approved by INC in lieu of midwifery.

4.0 Seat Intake: As per approval of regulatory body.

5.0 Reservation: As per Statute No.18 clause no. 5 of Chirayu University, Bhopal, approved & published in M. P. Gazette.

#### 6.0 CRITERIA FOR SELECTION

- 6.1. The candidate who fulfils the aforesaid academic qualification for admission.
- 6.2. Admission shall be based on merit.
- 6.3. Candidate should be medically fit.
- 6.4. There shall be no upper age limit for admission for trained registered nurses.

#### 7.0 COURSE DURATION

7.1 The duration of Post Basic Diploma In cardio- thoracic nursing course shall be one academic year including internship.

	Int. Ass. Marks	Ext. Ass. Marks	Total Marks	Duration (in hours)
<b>A. Theory</b>				
Paper I – Clinical Nursing I	50	150	200	3
Paper II – Clinical Nursing II	50	150	200	3
Paper III – Supervision & Management, Clinical Teaching, Elementary Research & Statistics	50	150	200	3
<b>B. Practical</b>				
Clinical Nursing (teaching & supervision to be integrated)	100	100	200	
<b>Grand Total</b>	250	550	800	

7.2 The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

#### 8.0 COURSE COMMENCEMENT

8.1 The commencement of the course shall start during the period of July/Aug of every year.

#### 9.0 EXAMINATION

9.1 The medium of Instruction and examination shall be English throughout the course of the study.

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## 9.2 Scheme of Examination

Subjects	Int. Ass. Marks	Ext. Ass. Marks	Total Marks	Duration (in hours)
<b>A. Theory</b>				
Paper I – Clinical Nursing I	50	150	200	3
Paper II – Clinical Nursing II	50	150	200	3
Paper III – Supervision & Management, Clinical Teaching, Elementary Research & Statistics	50	150	200	3
<b>B. Practical</b>				
Clinical Nursing (teaching & supervision to be integrated)	100	100	200	
<b>Grand Total</b>	250	550	800	

## 9.3 Internal Examination

9.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

9.3.2 The Internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignments and clinical performance.

9.3.3 The Internal assessment marks for theory subjects shall be as per scheme of examination.

9.3.4 A candidate should obtain minimum 50% marks separately in Internal assessment.

## 9.4 University Examination

9.4.1 There shall be an annual university examination at the end of academic session in the month of May/June.

9.4.2 There shall be supplementary examination in the month of Sep/Oct.

9.4.3 The candidate who fails in supplementary examination, can reappear in next annual examination.

9.4.4 The practical examination shall be held in respective clinical area.

#### 10.0 CRITERIA FOR PASSING

10.1 Minimum passing marks shall be 50% in each of the theory (I.e. Internal assessment and university Examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.

10.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

10.3 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

10.4 Grace marks up to a aggregate of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

#### 11.0 DIVISION, MERIT & CERTIFICATION

11.1 The division shall be awarded on the following basis

Distinction	75% and above (First attempt only)
First Division	60% and above and below 75 %
Second Division	50% and above and below 60%
Pass	Shall be awarded to the candidate passing with Supplementary or passing in more than one attempt.

11.2 The merit shall be awarded on the basis of the grand total marks.

#### 12.0 ATTENDANCE

12.1 A candidate must have minimum of 80% attendance in each subject for appearing in university examination.

12.2 The candidate should have 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

#### 13.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following

Rules:

13.1 Question paper setter / moderator / evaluator/ practical examiner shall be M.Sc Nursing in Medical Surgical Nursing with cardiothoracic sub clinical speciality with minimum 1 year teaching experience or Post Basic Diploma In cardio-thoracic nursing with 2 years of teaching experience working in any nursing institute, The panel of the entire above mentioned category shall be submitted by Dean Faculty,

13.2 One internal and one external examiner should jointly conduct practical examination for each student.

#### 14.0 REVALUATION / RE-TOTALLING

14.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects applied.

14.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the Chirayu University,

#### 15.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, If;

15.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University,

OR

15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

15.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

#### 16.0 SCHEME OF STUDIES

16.1 Annual schedule of studies.

Teaching Theory & Clinical practice	42 weeks
Internship	4 weeks
Examination (Including preparation)	2 weeks
Vacation	2 weeks
Public holidays	2 weeks

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52 weeks

16.2 The subject of study in academic year shall be as per the scheme given in subsequent sections.

#### DISTRIBUTION OF HOURS

Subjects	Theory	Practical
1. Clinical Nursing – I (Inclusive of foundation courses)	155 Hours	Integrated Clinical Practice 1280 Hours
2. Clinical Nursing – II	155 Hours	
3. Supervision & Management, Clinical Teaching, Elementary Research & Statistics		
I. Supervision and management II. Clinical Teaching III. Elementary Research & Statistics	30 Hours 30 Hours 30 Hours	
4. Internship		160 Hours
<b>TOTAL</b>	<b>400 Hours</b>	<b>1440 rs</b>

• Hours distribution for theory and practice	42 weeks X 40 hours/week=1680 hours
• Block Classes	4 weeks X 40 hours/week=160 hours
• Integrated theory & clinical practice	38 weeks X 40 hours/week=1520 hours
• ( Theory 400 Hours ) * Theory 6 Hours /week	38 weeks X 6 hours/week=228 hours
• Clinical Experience 34 hours /week	38 weeks X 34 hours/week=1292 hours
• Internship	4 weeks X 40 hours=160 hours

### 16.3 Clinical Experience

Clinical experience must be provided as the stipulated clinical hours.

The students should be posted in cardio-thoracic units.

S.No.	Units / Departments	No.of weeks
1.	Cardio thoracic – Medical	- 6 weeks
	– Surgical	- 6 weeks
2.	OTs (Cardiac and thoracic)	- 6 weeks
3.	Casualty	- 2 weeks
4.	Diagnostic labs including cath lab	- 2 weeks
5.	ICCU	- 4 weeks
6.	ICU	- 4 weeks
7.	CCU	- 4 weeks
8.	Paediatric Intensive	- 2 weeks
9.	OPD	- 2 weeks
	Total	- 38 weeks
	Internship*	- 4 weeks

Ordinance No. 23  
POST BASIC DIPLOMA IN CRITICAL CARE NURSING  
(1 YEAR DIPLOMA COURSE)

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

1.0 AIMS & OBJECTIVES

1.1 AIMS

Prepare nurses with specialized knowledge, skills and attitude in providing advanced quality care to critical care patients, their families and communities.

1.2 OBJECTIVES

1.2.1 Describe the concepts and principles of critical care nursing.

1.2.2 Communicate effectively with critically ill patients and their family members.

1.2.3 Perform advance cardiac life support skills.

1.2.4 Apply nursing process in caring of critically ill patients.

1.2.5 Participate effectively as a member of the health team.

1.2.6 Organize and demonstrate skills in management of critical care nursing service.

1.2.7 Make a plan for organization of critical care units.

1.2.8 Conduct research in critical care nursing.

1.2.9 Teach and supervise nurses and allied health workers.

2.0 The Diploma in Nursing One year course here in after will be designated as POST BASIC DIPLOMA IN CRITICAL CARE NURSING.

3.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

3.1 Candidate should be a Registered Nurse & Midwife (R.N & R.M) or equivalent.

3.2 Possess a minimum of one year experience as a staff nurse.

3.3 Candidate from other countries must obtain an equivalence certificate as per guideline of INC.

3.4 Male Nurses who have not done midwifery in GNM programme must submit a certificate of completion of a course of 6-9 months duration approved by INC in lieu of midwifery.

4.0 Seat Intake: As per approval of regulatory body.



5.0 Reservation: As per Statute No.18 clause no. 5 of Chirayu University, Bhopal approved & published in M. P. Gazette.

#### 6.0 CRITERIA FOR SELECTION

- 6.1. The candidate who fulfils the aforesaid academic qualification for admission.
- 6.2. Admission shall be based on merit.
- 6.3. Candidate should be medically fit.
- 6.4. There shall be no upper age limit for admission for trained registered nurses.

#### 7.0 COURSE DURATION

7.1 The duration of Post Basic Diploma in critical care nursing course shall be one academic year including internship.

7.2 The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

#### 8.0 COURSE COMMENCEMENT

8.1 The commencement of the course shall start during the period of July/Aug of every year.

#### 9.0 EXAMINATION

9.1 The medium of Instruction and examination shall be English throughout the course of the study.

#### 9.2 Scheme of Examination

Subjects	Int. Ass. Marks	Ext. Ass.	Total Marks	Duration (in Hours)
<b>A. Theory</b>				
Paper I- Clinical Nursing I	50	150	200	3
Paper II- Clinical Nursing II	50	150	200	3
Paper III- Supervision & Management, Clinical Teaching, Elementary Research & Statics	50	150	200	3
<b>B. Practical</b>				
Clinical Nursing (teaching & supervision to be integrated)	100	100	200	
<b>Grand Total</b>	<b>250</b>	<b>550</b>	<b>800</b>	

### 9.3 Internal Examination

9.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

9.3.2 The Internal assessment marks shall be on the basis of two term examination and one pre-University examination, class tests, theory and practical assignments and clinical performance.

9.3.3 The Internal assessment marks for theory subjects shall be as per scheme of examination.

9.3.4 A candidate should obtain minimum 50% marks separately in internal assessment.

### 9.4 University Examination

9.4.1 There shall be an annual university examination at the end of academic session in the month of May/June.

9.4.2 There shall be supplementary examination in the month of Sep/Oct.

9.4.3 The candidate who fails in supplementary examination, can reappear in next annual examination.

9.4.4 The practical examination shall be held in respective clinical area.

## 10.0 CRITERIA FOR PASSING

10.1 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and University examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.

10.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

10.3 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

10.4 Grace marks up to a aggregate of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

## 11.0 DIVISION, MERIT & CERTIFICATION

11.1 The division shall be awarded on the following basis

Distinction 75% and above (First attempt only)

First Division 60% and above and below 75 %

Second Division 50% and above and below 60%

Pass

Shall be awarded to the candidate passing with  
Supplementary or passing in more than one attempt.

11.2 The merit shall be awarded on the basis of the grand total marks.

#### 12.0 ATTENDANCE

12.1 A candidate must have minimum of 80% attendance in each subject for appearing in university examination.

12.2 The candidate should have 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

#### 13.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following Rules:

13.1 Question paper setter / moderator / evaluator/ practical examiner shall be M.Sc Nursing in Medical Surgical Nursing with critical care sub clinical speciality with minimum 1 year teaching experience or Post Basic Diploma in critical care nursing with 2 years of teaching experience working in any nursing institute. The panel of the entire above mentioned category shall be submitted by Dean Faculty,

13.2 One internal and one external examiner should jointly conduct practical examination for each student.

#### 14.0 REVALUATION / RE-TOTALLING

14.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects applied.

14.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the Chirayu University,

#### 15.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, If;

15.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University

OR

15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

15.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

#### 16.0 SCHEME OF STUDIES

##### 16.1 Annual schedule of studies.

Teaching Theory & Clinical practice	42 weeks
Internship	4 weeks
Examination (Including preparation)	2 weeks
Vacation	2 weeks
Public holidays	2 weeks

---

52 weeks

16.2 The subject of study in academic year shall be as per the scheme given in subsequent sections.

#### DISTRIBUTION OF HOURS

Subjects	Theory	Practical
1. Clinical Nursing – I (Inclusive of foundation courses)	155 Hours	Integrated Clinical Practice
2. Clinical Nursing – II	155 Hours	
3. Supervision & Management, Clinical Teaching, Elementary Research & Statistics I. Supervision and management II. Clinical Teaching III. Elementary Research & Statistics	30 Hours 30 Hours 30 Hours	1280 Hours
4. Internship	160 Hours	
<b>TOTAL</b>	<b>400 Hours</b>	<b>1440 Hours</b>

• Hours distribution for theory and practice	42 weeks X 40 hours / Week = 1680 hours
• Block Classes	4 weeks X 40 hours / week = 160 hours
• Integrated theory & clinical practice	38 weeks X 40 hours / week = 1520 hours
(Theory 400 hrs * Theory 6 hours / week	38 week X 6 hours / week = 228 hours
Clinical experience	38 week X 34 hours / week = 1292 hours
• Internship	4 week X 40 hours / week = 160 hours

### 16.3 Clinical Experience

Clinical experience must be provided as the stipulated clinical hours.

The students should be posted in critical care units.

S No.	Clinical Area		Weeks (38 hrs. / Week)
1	Critical care units and wards	General	8 weeks
2	Cardiac & Respiratory	Medical	6 weeks
3	Critical Care unit	Surgical	6 weeks
4	OTs( Cardiac, neuro, respiratory, renal, major abdominal surgeries)		4 weeks
5	Casualty / Diagnostic test		3 weeks
6	Neuro and trauma		4 weeks
7	Renal		2 weeks
8	Obstetrical and paediatric emergencies		2 weeks
9	Burns & Plastic surgery		3 weeks

Ordinance No. 24  
POST BASIC DIPLOMA IN ONCOLOGY NURSING  
(1 YEAR DIPLOMA COURSE)

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

1.0 AIMS & OBJECTIVES

1.1 AIMS

Prepare nurses with specialized knowledge, skills and attitude in providing advanced quality care to oncology patients, their families and communities.

1.2 OBJECTIVES

1.2.1. Describe the concepts, principles and standards of oncology nursing practice.

1.2.2. Assess the physiological, physical, psychological, social & spiritual problems of cancer patients and their families.

1.2.3. Describe the principles of radiotherapy, chemotherapy, biotherapy and surgery.

1.2.4. Apply nursing process in caring for patients with cancers of different organs.

1.2.5. Describe nurse's role in multi modal treatment regime and alternative therapies.

1.2.6. Demonstrate skills relevant in providing care to patients under different treatment regimes.

1.2.7. Analyze legal and ethical issues in cancer nursing.

1.2.8. Provide palliative care to the cancer patients.

1.2.9. Collaborate with other agencies and utilize resources in caring for cancer patients.

1.2.10. Teach and supervise nurses and allied health workers.

1.2.11. Conduct research studies in areas related to oncology nursing.

2.0 The Diploma in Nursing One year course here in after will be designated as POST BASIC DIPLOMA IN ONCOLOGY NURSING.

### 3.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

3.1 Candidate should be a Registered Nurse & Midwife (R.N & R.M) or equivalent.

3.2 Possess a minimum of one year experience as a staff nurse.

3.3 Candidate from other countries must obtain an equivalence certificate as per guideline of INC.

3.4 Male Nurses who have not done midwifery in GNM programme must submit a certificate of completion of a course of 6-9 months duration approved by INC in lieu of midwifery.

4.0 Seat Intake: As per approval of regulatory body.

5.0 Reservation: As per Statute No.18 clause no. 5 of Chirayu University, Bhopal, approved & published in M. P. Gazette.

### 6.0 CRITERIA FOR SELECTION

6.1. The candidate who fulfils the aforesaid academic qualification for admission.

6.2. Admission shall be based on merit.

6.3. Candidate should be medically fit.

6.4. There shall be no upper age limit for admission for trained registered nurses.

### 7.0 COURSE DURATION

7.1 The duration of Post Basic Diploma in oncology nursing course shall be one academic year including internship.

7.2 The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

### 8.0 COURSE COMMENCEMENT

8.1 The commencement of the course shall start during the period of July/Aug of every year.

### 9.0 EXAMINATION

9.1 The medium of instruction and examination shall be English throughout the course of the study.

#### 9.2 Scheme of Examination

Subjects	Int. Ass. Marks	Ext. Ass. Marks	Total Marks	Duration (in hours)
<b>B. Theory</b>				
Paper I – Clinical Nursing I	50	150	200	3

Paper II – Clinical Nursing II	50	150	200	3
Paper III – Supervision & Management, Clinical Teaching, Elementary Research & Statistics	50	150	200	3
<b>C. Practical</b>				
Clinical Nursing (teaching & supervision to be integrated)	100	100	200	
<b>Grand Total</b>	250	550	800	

### 9.3 Internal Examination

9.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

9.3.2 The Internal assessment marks shall be on the basis of two term examination and one pre-University examination, class tests, theory and practical assignments and clinical performance.

9.3.3 The Internal assessment marks for theory subjects shall be as per scheme of examination.

9.3.4 A candidate should obtain minimum 50% marks separately in internal assessment.

### 9.4 University Examination

9.4.1 There shall be an annual university examination at the end of academic session in the month of May/June.

9.4.2 There shall be supplementary examination in the month of Sep/Oct.

9.4.3 The candidate who fails in supplementary examination, can reappear in next annual examination.

9.4.4 The practical examination shall be held in respective clinical area.

## 10.0 CRITERIA FOR PASSING

10.1 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and University examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.



10.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

10.3 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

10.4 Grace marks up to a aggregate of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

#### 11.0 DIVISION, MERIT & CERTIFICATION

11.1 The division shall be awarded on the following basis

Distinction	75% and above (First attempt only)
First Division	60% and above and below 75 %
Second Division	50% and above and below 60%
Pass	Shall be awarded to the candidate passing with Supplementary or passing in more than one attempt.

11.2 The merit shall be awarded on the basis of the grand total marks.

#### 12.0 ATTENDANCE

12.1 A candidate must have minimum of 80% attendance in each subject for appearing in university examination.

12.2 The candidate should have 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

#### 13.0 APPOINTMENT OF EXAMINERS

The appointment of examiner for the theory and practical examination shall be based on following Rules:

13.1 Question paper setter / moderator / evaluator/ practical examiner shall be M.Sc Nursing in Medical Surgical Nursing with oncology sub clinical speciality with minimum 1 year teaching experience or Post Basic Diploma in oncology nursing with 2 years of teaching experience working in any nursing institute. The panel of the entire above mentioned category shall be submitted by Dean Faculty,

13.2 One internal and one external examiner should jointly conduct practical examination for each student.

#### 14.0 REVALUATION / RE-TOTALLING

14.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a re-counting of marks and/or revaluation for the subjects applied.

14.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the Chirayu University,

#### 15.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, If;

15.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University

OR

15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

15.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

#### 16.0 SCHEME OF STUDIES

16.1 Annual schedule of studies.

Teaching Theory & Clinical practice	42 weeks
Internship	4 weeks
Examination (Including preparation)	2 weeks
Vacation	2 weeks
Public holidays	2 weeks

52 weeks

16.2 The subject of study in academic year shall be as per the scheme given in subsequent sections.

#### DISTRIBUTION OF HOURS

Subjects	Theory	Practical
1. Clinical Nursing – I (Inclusive of foundation courses)	155 Hours	Integrated
2. Clinical Nursing – II	155 Hours	Clinical Practice
3. Supervision & Management, Clinical Teaching, Elementary Research & Statistics		1280 Hours
I. Supervision and management	30 Hours	
II. Clinical Teaching		
III. Elementary Research & Statistics		

	30 Hours 30 Hours	
4. Internship		160 Hours
<b>TOTAL</b>	<b>400 Hours</b>	<b>1440 Hours</b>

Hours distribution for theory and practice	12 weeks x 40 hours/week =1680 hours
Block classes	4 weeks x 40 hours/week =1520 hours
Integrated theory & clinical practice	38 weeks X 40 hours / week = 1520 hours
(Theory 400 hrs)*	Theory 6 hours/week =38 weeks x hours/week =228 hours
Clinical experience	34 hours/weeks 38 weeks x 34 hours/week =1292 hours
Internship:	4 weeks x 40 hours =160 hours

### 16.3 Clinical Experience

Clinical experience must be provided as the stipulated clinical hours.

The students should be posted in oncology units.

1	Medical Oncology ward/ICU including Bone marrow Transplantation Unit	8 Weeks
2	Surgical Oncology ward/ICU	8 Weeks
3	Operation Theatre	2 Weeks
4	Radiotherapy Unit	4 Weeks
5	Chemotherapy Unit	4 Weeks
6	Out Patient Department & Paint Clinic	4 Weeks
7	Community Oncology	2 Weeks
8	Pediatric Oncology-ward, ICU	2 Weeks
9	Palliative Care Ward	2 Weeks
10	Hospice	2 Weeks

## Ordinance No. 25

BACHELOR OF SCIENCE IN HUMAN NUTRITION (CLINICAL  
DIETICIAN) 3 YEAR DEGREE COURSE

## 1.0 AIMS AND OBJECTIVES

## 1.1 AIMS

1.1.1 To provide modern and broad education in nutrition and food sciences.

1.1.2 To prepare students as professionals to meet the demand of clinical dieticians in various health setup.

## 1.2 OBJECTIVES,

1.2.1 To impart adequate theoretical and practical knowledge as nutritionist! clinical dietician.

1.2.2 To enable the student to have knowledge to detect various nutritional deficits and their cures as well as prevention of the deficits.

## 2.0 COURSE STRUCTURE

2.1 The Degree in Human Nutrition of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Science in Human Nutrition (Clinical Dietician), in short B.Sc.HN (Clinical Dietician).

2.2 Duration of the course: The Bachelor of Science in Human Nutrition (B.Sc. HN) is a three year regular degree course; named below;

a. B.Sc. HN- I year

b. B.Sc. HN- II year

c. B.Sc. HN-III year

2.3 Each academic year shall consist of 240 teaching days

2.4 The Student admitted in B.Sc. HN course shall have to complete the course within the maximum permissible duration of 6 year, from the date of admission.

### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

3.1 Admission to the First year in B.Sc. in Human Nutrition degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/ Council University with minimum of 40% marks.

3.2 Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, live Stock and Poultry etc in substitution for Biology shall be also considered for Eligibility.

3.3 The candidate should have completed minimum of 17 years of age on/before 31st December of the concerned academic session.

3.4 Selection Criteria: The admission in B.Sc. HN- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

3.5 On admission, every candidate shall have to get fitness certificate from Chirayu Hospital, for physical fitness.

### 4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of Novcmber of every academic year.

### 5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment or academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of tile study.

#### 5.1 Attendance

5.1.1 Candidates appearing as student for any examination are required to attend 75% of the total lecturer's delivered and (If the practical classes held separately in each subject of the course of the study ..

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in Subsequent section.

## 5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical

## 5.3 Internal Assessment

The Internal assessment for each subject of each academic year shall carry 100 marks.

## 5.4 University examination; Theory & Practical

### 5.4.1 Written Examination

- a. The Main Examination shall be held on yearly basis for all the three, years respectively.
- b. There shall be 2 University Examination a year Main examination in May/ June and Supplementary Examination (II examination) in October/ November The succeeding examination shall be held within 6 months

## 5.5 Appointment of the Examiners / Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.

5.5.4 The Faculty of the Subject! Head. of the Department with minimum 3 years of teaching experience shall be, the Internal .. Cum-Convener examiner for the examinations.

## 5.6 Criteria for Passing in each subject/head (theory and practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the fail subjects before appearing the next year examination.

#### 5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination.

There shall be Divisions as follows:

Distinction: 75% and above of grand total marks in First attempt.

First Division >60% and <75% of grand total marks in First attempt.

Second Division: >50% and <.60% of grand total marks in First attempt.

Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

#### 5.8 Three Months Compulsory Rotatory Clinical Training

For B.Sc. HN III year students, Three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in minimum 100 bedded hospital.

For this exercise the students may require to spend 3 months clinical training in rotation. The training should include various In-patient wards, Dietician Counselling -OPD, Patient Kitchen, etc.

The Clinical training should cover the following terms:

( The clinical department should have a qualified dietician, 3 years of nical Experience, for the guidance of the students.

Student seeking training outside the campus must obtain a NOC from

the HOD prior to the program.

c. Student should obtain Clinical Training Completion Certificate, with the duration from the concerned Hospital. Same should be submitted to the institute for qualifying Ill. year University Examination.

d. Any absenteeism, misconduct, poor performance etc may require extension of the program on recommendation of the HOD.

#### 6.0 REVALUATION / RE-TOTALING

6.1 Student may apply for Re-evaluation and not re-totalling of the answer sheet of the appeared subject, post result for any doubt in the marks obtained on the following criteria:

6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University.

#### 7.0 CANCELLATION OF ADMISSION

7.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if

7.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

7.1.2 He/she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

7.1.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus.



## 8.0 SCHEME OF COURSE / EXAMINATION

## 8.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min. Hrs.	Practical Min. Hrs	Clinical/tab Posting	Total Min. Hrs.
<b>FIRST YEAR</b>				
Basic Nutrition	80	60	-	140
Human Physiology	80	60	-	140
Nutritional Biochemistry	80	60	-	140
Family meal management	80	60	-	140
On the Job training	-	-	100	100
* Applied English	60	-	-	60
*First aid and Basic Nursing	60	20	-	80
<b>SECOND YEAR</b>				
Basic Dietetics	80	60	-	140
Food Microbiology	80	60	-	140
Food Science	80	60	-	140
Personnel Management	80	60	-	140
On the job training	-	-	100	100
* Basic Computer Application	20	40	-	60
<b>THIRD YEAR</b>				
Community Nutrition	80	60	-	140
Advanced Dietetics	80	60	-	140
Dietetics & Counselling	80	60	-	140
Project Work	-	-	-	40
*Clinical Research Methodology	-	-	-	20
*Clinical Posting	-	-	300	300

\* Non Examination (Subsidiary) Subject.

SUBJECT HAVING MAXIMUM MARKS 100		
Type of Question	Number of Question	Marks of Each Question
Essay Type	4 (Any 4 out of 5)	20X4=80
Short Answer Type	4 (Any 4 out of 5)	5X4 = 20

### 8.3 Scheme of Examination

Subject	Theory	Internal Assessment	*Min Theory + Internal Assessment	Practical & Viva	*Min. Practical
<b>First year</b>					
Basic Nutrition	100	100	100	100	50
Human Physiology	100	100	100	100	50
Nutritional Biochemistry	100	100	100	100	50
Family Meal Management	100	100	100	100	50
On the Job training	-	-	-	100	50
<b>Second Year</b>					
Basic Dietetics	100	100	100	100	50
Food Microbiology	100	100	100	100	50
Food Science	100	100	100	100	50
Personal Management	100	100	100	100	50
On the Job training	-	-	-	100	50
<b>Third year</b>					
Community Nutrition	100	100	100	100	50
Advanced Dietetics	100	100	100	100	50
Dietetics & Counselling	100	100	100	100	50
Project Work	-	-	-	300	150

\*Minimum 50% passing marks require in the Theory & Internal Assessment as well as in practical & Viva- Voce.

## Ordinance No. 26

## BACHELOR OF SCIENCE IN MEDICAL LABORATORY

## TECHNOLOGY(BMLT) 3 YEAR DEGREE COURSE

## 1.0 AIMS AND OBJECTIVES

## 1.1 AIMS

1.1.1 To provide skilled professionals who will be able to work in a variety of laboratory settings.

1.1.2 To provide students with an overview of various medical laboratory procedures.

## 1.2 OBJECTIVES

1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.

1.2.2 To perform routine and special laboratory investigations.

1.2.3 To introduce quality control system in laboratory.

## 2.0 COURSE STRUCTURE

2.1 The Degree in Medical Laboratory Technology of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Medical Laboratory Technology, in short BMLT.

## 2.2 Duration of the course

The Bachelor of Medical Technology (Laboratory) is a three year regular degree course, named below :

a. B.Sc. MLT- I year

b. B.Sc. MLT- II year

c. B.Sc. MLT- III year

2.3 Each academic year shall consist of 240 teaching days.

2.4 The Student admitted in BMLT course shall have to complete the course within the maximum permissible duration of 6 years, from the date of admission.

### 3.5 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

3.1 Admission to the First year in B.Sc. in Medical Laboratory Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.

3.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc in substitution for Biology shall be also considered for eligibility.

3.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the concerned academic session.

3.4 Selection Criteria: The admission in B.Sc. MLT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

3.5 On admission, every candidate shall have to get fitness certificate for physical fitness.

### 4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of August of every academic year.

### 5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment of academic growth of the student shall be done on the basis of

Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year). The medium of Instruction and Examination shall be English throughout the course of the study.

Signature  
of  
Chairman

### 5.1 Attendance

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

### 5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

### 5.3 Internal Assessment

The internal assessment shall carry 100 marks. for each subject of each academic year

### 5.4 University Examination; Theory & Practical

#### 5.4.1 Written Examination

a. The Main Examination shall be held on for all the three years respectively. yearly basis

b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6

months.

### 5.5 Appointment of the Examiners/ Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.

1/30/23  
Chancellor

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal Cum-Convener examiner for the examinations.

## 5.6 Criteria for Passing

In each subject/head (theory and practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus Internal assessment and practical plus viva voce examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the fail subjects before appearing the next year examination.

## 5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination.

There shall be Divisions as follows:

Distinction; 75% and above of grand total marks in First attempt.

First Division: >60% and <75% of grand total marks in First attempt.

Second Division: >50% and <60% of grand total marks in First attempt.

Distinction in Individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

5.8 Three Months Compulsory Rotatory Clinical Training For BMLT III year students, three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course.

The training shall be undertaken in any of Medical Laboratory attached with minimum 100 bedded hospital.

For this exercise the students may require to spend three months in rotation with at-least four following labs:

- a. Clinical Biochemistry Lab
- b. Clinical Microbiology Lab
- c. Pathology and/ or Haematology Lab
- d. Blood Banking

**The Laboratory training should cover the following terms:**

The recognized laboratory shall require experts with BMLT qualification, for the guidance of the students. Student: Technician ratio will be 1:5.

- a. Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.

Minimum 50-70 hrs is mandatory for each of the above mention Laboratories.

Vice-Chancellor

- c. Student should obtain Training Completion Certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the -Institute for qualifying III year University Examination.
- d. Any absenteeism, misconduct, poor performance etc may require extension of the program on the recommendation of the HOD.

## 6.0 REVALUATION / RE-TOTALLING

6.1 Student may apply for Re-evaluation and/or Re-totalling of the answer sheet of the appeared subjects, post result for any doubt in the marks obtained on the following criteria:

6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University.

## 7.0 CANCELLATION OF ADMISSION

7.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

7.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

7.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

7.1.3 He/She is found involved in serious breach of discipline in the institution or in the University campus.

## 8.0 SCHEME OF COURSE / EXAMINATION

### 8.1 Scheme of Teaching Schedule (for each academic year)

-



Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>FIRST YEAR</b>				
Biochemistry	80	120	110	310
Hematology and Clinical Pathology	90	120	110	320
Applied Histology	90	120	110	320
Microbiology	100	120	110	330
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
<b>SECOND YEAR</b>				
Analytical Biochemistry	80	120	110	310
Hematology	90	120	110	320
Cellular Pathology	90	120	110	320
Identification of Bacteria	100	120	110	330
* Basic Computer Application	20	40	-	60
<b>THIRD YEAR</b>				
Clinical Biochemistry	80	120	110	310
Applied Hematology	80	120	110	310
Special Histology	90	120	110	320
Applied Microbiology	100	120	110	330
Instrumentation	-	-	-	40
* Clinical Research Methodology	20	-	-	20
* Clinical Posting	-	-	300	300

\* Non examination (subsidiary) subjects

## 8.2 Question Paper Pattern

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20X4=80
Short Answer Type	4 (Any 4 Out of 5)	5X4=20

## 8.3 Scheme of Examination

### SCHEME OF EXAMINATION: BMLT-1<sup>st</sup> Year

Subject	Theory	Internal Assessment	Practical	Total
ce Chancellor				

	Basic Histology (Anatomy & Physiology)	100	100	100	300
	Microbiology-I	100	100	100	300
	Biochemistry-I	100	100	100	300
	Hematology-I	100	100	100	300
Total Max. Marks					1200

**N.B.**-Internal Assessment marks will be added in theory marks; candidate have to get min. 50% marks i.e.-100 marks in theory and internal assessment collectively for passing the examination and in practical he/she should get 50% marks i.e.-50marks to get pass.

#### SCHEME OF EXAMINATION: BMLT-2<sup>nd</sup> Year

S.No	Subject	Theory	Internal Assessment	Practical	Total
1	Histology	100	100	100	300
2	Microbiology-II	100	100	100	300
3	Biochemistry-II	100	100	100	300
4	Hematology-II	100	100	100	300
Total Max. Marks					1200

**N.B.**-Internal Assessment marks will be added in theory marks; candidate have to get min. 50% marks i.e.-100 marks in theory and internal assessment collectively for passing the examination and in practical he/she should get 50% marks i.e.-50marks to get pass.

#### SCHEME OF EXAMINATION: BMLT-3<sup>rd</sup> Year

S.No	Subject	Theory	Internal Assessment	Practical	Total
1	Applied Histopathology	100	100	100	300
2	Microbiology-III	100	100	100	300
3	Biochemistry-III	100	100	100	300
4	Hematology-III	100	100	100	300
Total					1200
5	Instrumentation #	--	50	--	50
Total Max. Marks					1250

**N.B.**-Internal Assessment marks will be added in theory marks; candidate have to get min. 50% marks i.e.-100 marks in theory and internal assessment collectively for passing the examination and in practical he/she should get 50% marks i.e.-50marks to get pass.

## Ordinance No. 27

## BACHELOR OF X-RAY RADIOGRAPHY TECHNOLOGY (BXRT)

## 3 YEAR DEGREE COURSE

## 1.0 AIMS AND OBJECTIVES

## 1.1 AIMS

1.1.1 Acquisition of adequate theoretical and the practical knowledge and foundation in the basic Pre-clinical, Paraclinical and clinical medical subjects.

1.1.2 Proficiency in the diagnosis and skills of basic radiography procedures and techniques with adequate theoretical basis and rationale of allied sciences.

1.1.3 To detect and evaluate the anatomical, physiological, radiological impairments, resulting in dysfunction of various age groups & occupation; as well as epidemiological features in the population & arrive at appropriate diagnosis.

1.1.4 To understand the rationale & basic investigative approach to the medical system and surgical intervention regimens & accordingly plan & implement specific radio therapeutic measures effectively.

1.1.5 To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Radiographers

1.1.6 To practice Moral and Ethical values and Evidence Based Practices with regard to Radiology.

## 1.2 OBJECTIVES

The Objective of the course which is complementary to medicine shall be to allow the students,

1.2.1 To acquire adequate theoretical & practical knowledge in the basic medical subjects.

1.2.2 To impart radiography & Diagnostic procedures with adequate theoretical & practical base.

1.2.3 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.

1.2.4 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.

1.2.5 To impart competency in Radiography measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care settings.

1.2.6 To develop professional autonomy through independent physical diagnosis and prescription as a Radiographer for all Radiography related referrals and/ or primary clients.

1.2.7 To endorse Radiographic moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.

1.2.8 To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of Radiography.

1.2.9 To introduce the students to the fundamentals of radiography & Diagnostic Research activities.

1.2.10 To teach every aspect of National policies on health and devote himself/ herself to its practical implementation.

## 2.0 COURSE STRUCTURE

2.1 The Degree in Radiography of 3 years (three academic years) course here in after called 3 year degree course shall be designated as BACHELOR OF X-RAY RADIOGRAPHY TECHNOLOGY

in short BXRT.

2.2 Duration of the course: The bachelor of x-ray radiography technology in short (BXRT) is a three Year regular degree course, named below:

- i. BXRT - I year
- ii. BXRT - II year
- iii. BXRT - III year

2.3 Each academic year shall consist of 240 teaching days.

2.5 The Student admitted in BXRT course shall have to complete the course within the maximum permissible duration of 6 years, from the date of admission.

### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

3.1 Admission to the First year in bachelor of x-ray radiography technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by recognized Board/Council/University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed to 40%

3.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the concerned academic session.

3.4 Selection Criteria: The admission in BXRT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

3.5 On admission, every candidate shall have to get fitness certificate from Chirayu Hospital, for physical fitness.

### 4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of November of every academic year.

### 5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment of academic growth of the student shall be done on the basis of Two  
(1) Sessional Examination (conducted during the year) and one University Examination

(conducted at the end of the academic year). The medium of Instruction and Examination shall be English throughout the course of the study.

#### 5.1 Attendance

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

5.2 Sessional Examinations Two Sessional Examination shall be conducted for each subject,

separately for theory and practical.

5.3 Internal Assessment The internal assessment for each subject (in Theory and Practical of each academic year shall carry 100 marks.

#### 5.4 University Examination; Theory & Practical

##### 5.4.1 Written Examination

a. The Main Examination shall be held on yearly basis for all the Three years respectively.

b. There shall be 2 University Examination in a year:

Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

5.5 Appointment of the Examiners/ Question Paper Setters The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall be Assistant Professor with: 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification- in the concerned, subject with minimum 3 years-teaching experience.

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal Cum-convenor examiner for the examinations.

5.6 Criteria for Passing In each subject head (Theory and Practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Viva Voce plus Internal Assessment and Practical us Internal Assessment examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The student shall carry two subjects from first year to second year, second year to third year and must pass in the fail subjects before appearing the next year examination.

5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.

There shall be Divisions as follows:

Distinction : 75% and above of grand total marks in First attempt.

First Division : >60% and <75% of grand total marks in First attempt.

Second Division : >50% and <60% of grand total marks in First attempt.

Distinction in Individual subject : >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

#### 6.0 REVALUATION / RE-TOTALING

6:1 Student may apply for Re-evaluation and/or Re totalling of the answers sheet of the appeared subjects; post result for any doubt in the marks obtained on the following criteria:

6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, with in stipulated time, as prescribed by the University.

#### 8.0 CANCELLATION OF ADMISSION

8.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

8.1.1 He/She is not found qualified as per MP Paramedical Council norms University. and guidelines or the eligibility criteria prescribed by the

8.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

8.1.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus.

#### 9.0 SCHEME OF COURSE / EXAMINATION

9.1 Scheme of Teaching Schedule (for each academic year)



Subject	Theory Min.Hrs.	Practical Min.Hrs.	Clinical/ Lab Posting	Total Hrs.
<b><u>FIRST YEAR</u></b>				
Anatomy and Physiology of Human Body – Part -I	50	-	-	50
Radiographic Photography	50	60	60	170
Basic Radiological Physics	30	15	15	60
Radiation protection & Radiation Prology	25	30	30	85
<b><u>SECOND YEAR</u></b>				
Anatomy and Physiology of Human Body – Part -II	50	40	-	90
Radiation Physics including Radiation Protection	40	20	20	80
Basic Radiographic Techniques	30	20	30	80
C.T. imaging techniques & M.R.I. imaging techniques	40	20	40	100
<b><u>THIRD YEAR</u></b>				
Radiotherapy Planning & Quality Control	30	20	30	80
Equipment for Radiodiagnosis including newer development and quality control of C.T.M.R.I. imaging us digital radiography.	40	20	40	100
Special Radiographic techniques including special procedures & investigation in Radiography such as - Angiography, I.V.P Barium – meal studies, Cholungigraphy Silography, Bronchography etc	40	20	40	100
Digital Radiography Basic principles and compounded Radiography and internal working procedure C.D. Primary of images.	30	15	30	75

## 9.2 Question Paper Pattern

The subject having Section A section B and section C with max 100 marks Each Section A,B,C, have the following Pattern		
Question type	No.of Question	Total marks
Very short answer type	10	2X10 =20
short answer type	5	5X10=50
Long answer type	2	2X15=30

## 9.3 Scheme of Examination

BXRT Ist Year								
S.No	Subject	Theory				Practical		Total Marks
		written	Internal	Max	Min.	Max.	Min.	
1	Anatomy and Physiology of Human Body – Part -I	100	100	200	100	100	50	300
2	Radiographic Photography	100	100	200	100	100	50	300
3	Basic Radiological Physics	100	100	200	100	100	50	300
4	Radiation protection & Radiation Prology	100	100	200	100	100	50	300
BXRT IInd Year								
S.No	Subject	Theory				Practical		Total Marks
		written	Internal	Max	Min.	Max.	Min.	
1	Anatomy and Physiology of Human Body Part -II	100	100	200	100	100	50	300
2	Radiation Physics including Radiation Protection	100	100	200	100	100	50	300
3	Basic Radiographic Techniques	100	100	200	100	100	50	300
4	C.T. imaging techniques & M.R.I. imaging techniques	100	100	200	100	100	50	300

ice Chancellor  
Bharati University

BXRT IIIInd Year								
S N o	Subject	Theory				Practical		Total Marks
		written	Internal	Max	Min.	Max.	Min.	
1	Radiotherapy Planning & Quality Control.	100	100	200	100	100	50	300
2	Equipment for Radiodiagnosis including newer development and quality control of C.T.M.R.I. imaging us digital radiography.	100	100	200	100	100	50	300
3	Special Radiographic techniques including special procedures & investigation in Radiography such as - Angiography, I.V.P Barium – meal studies, Cholungiography Silography, Bronchography etc	100	100	200	100	100	50	300
4	Digital Radiography Basic principles and compounded Radiography and internal working procedure C.D. Priminary of images.	100	100	200	100	100	50	300

**ORDINANCE No. – 28**  
**BACHELOR OF OCCUPATIONAL THERAPY (BOT)**  
**(4½ Year Degree Course)**

**Objective of the courses -**

1. The training of the candidate registering for various degree 3 years and above courses are aimed to develop skill in all diagnostics/ therapeutics tests and their interpretation on the modern hospital laboratory.  
The degrees in various courses are of three years or above.

**2. Eligibility for admission**

The candidate must have passed 10 +2 and should obtain 50% marks in aggregate of Physics, Chemistry and Biology (P. C. B.).

3. The candidate must have passed 10+2 with at least 45% marks in aggregate of Physics, Chemistry and Biology (P. C. B.) or 10 + 2 vocational (M. L. T.) course with at least 45% marks will also be eligible.
4. In case of S. C. / S. T. / O. B. C. candidate 5% marks relaxation will be given for the admission in above said course.
5. Weightage will be given as per University rules.
6. Number of seats will be 50 in each course.
7. The minimum age for admission shall be 17 years On 31 December of academic year of admission.
8. Selection of candidate will be on the basis of the entrance examination or in the absence of entrance examination purely on merit on the basis of marks obtained in qualifying examination.
9. For degree examination, candidates who have attended 75% in all theory classes and 85% in practical can only appear in university examination.
10. Revaluation & re totaling both shall be allowed as per university rules.
11. In order to pass the examination it is mandatory to obtain 50% marks in theory and practical examination separately. The viva and the sessional marks are to be added to the theory marks.
12. Permission will be given to start the courses after the permission from M P Paramedical Council (Department of Medical Education, Government of M.
13. Syllabus and scheme of the examination shall be decided by the board of studies and Academic council of the university from time to time as per guidelines from M P Paramedical Council

14. The medium of examination shall be English/ Hindi.
15. The examination pattern.

(A) B. O. T. (4 years and six months internship)

- (1) The pattern for B. O. T. shall be like, there will be two exams in each year. Main exam to be held in April/May and supplementary / second exam to be held in July/ August.
- (2) Students of B. O. T. who have failed in first year will not be allowed to attend the classes of second year until and unless he/she has passed in all subjects of first year. But in case of second and third year, student is allowed to attend higher classes, but he/she is eligible to appear in higher class exam only when he/she has passed all the subjects of the previous year.

**(B) Other Degree Courses –**

There will be two examinations in each year for remaining degree courses the main & supplementary as per University rule. The main examination will be held in April / May & Supplementary examination will be held in July / August & the candidate failing in the main & subsequently in supplementary examination shall not be allowed to go in the higher classes unless clearing all the previous examination.

16. There will be two examiners including one external and internal for both theory and practical examinations.
17. The examiner who evaluates the theory copies preferably should be appointed as external for practical examination for said course.
18. The colleges must conduct sessional exams twice in an academic year (once in a six months period) and send the same marks to the university one week before the commencement of university theory examination.
19. In order to be an examiner, a faculty member should have minimum three years of teaching experience and not below the rank of the Asst. professor and /demonstrator/tutor.
20. The examination papers (Theory) will be evaluated centrally at the university.

**Regulation For The Degree of Bachelor of Occupational Therapy  
(4½ Year Degree Course)**

1. The institute is desirous of administering the course should fulfil all the essential requirements as are fixed for Bachelor of Occupational Therapy degree course [B.O.T] as given in schedule - I
2. In addition to the above the applicant institute must have a department of occupational therapy in the hospital.
3. A candidate who has attained at least the age of 17 years on the 31<sup>st</sup> December of the year of his admission to the Bachelor of Occupational Therapy Course may be admitted to the Part I Examination provided he has perused a regular course of study for not less than one academic year in a College affiliated to the University in Bachelor of Occupational Therapy Course in the prescribed subjects after passing the Higher Secondary Examination (10+2) conducted by the Board of Higher Secondary Education or an examination considered equivalent there to and recognised as such by this University with English, Physics, Chemistry and Biology with minimum 45% marks. There will be only 40 general & 5 N.R.I. Seats in any Institution running this programme.
4. A candidate who has appeared at the Part-I Examination may proceed to attend classes in the second year in a college affiliated to the University in Bachelor of Occupational therapy Course and may be admitted to the Part-II Examination provided he has perused a regular course of study in the prescribed subjects for one academic year and provided also he has passed the part-I examination in all the subjects.
5. A candidate who has appeared at the Part II Examination may proceed to attend classes in the third year in a College affiliated to the University in Bachelor of Occupational Therapy Course and may be admitted to the Part III Examination provided he has perused a regular course of study in the prescribed subjects for one academic year and provided also he has passed the Part-II Examination in all the subjects. The last year includes the part-IV. Students can be admitted to Part-IV after successful completion of part III examination.
6. a) For each part of the examination there shall be two examinations in a year,

Annual and the Supplementary Examination.

- b) An Examination for the Degree of Bachelor of Occupational Therapy shall be held annually followed by a Supplementary Examination to be held after six weeks or as decided by the University after the publication of results of the Annual Examination on such date as the University shall determine and duly notify.
7. In order to pass the Part I/II/III & IV Examination, a candidate must obtain 50% marks of the theoretical and practical examination separately internal Assessment marks obtained by a candidate will be counted in determining his percentage of marks in the Theoretical / Practical portion of the examination. A candidate shall be deemed to have failed in a subject if he fails to obtain pass mark either in Theoretical or in Practical of that particular subject.
8. Every candidate for admission to the Part I/II/III & IV examination shall send to the Registration of Examination an application in the prescribed form through the Principal of his college within the last date fixed for the purpose by the University together with a prescribed fee for each Part of the Examination.
- No admit card for the examination shall be issued in favour of a candidate unless his application is accompanied by a certificate from the Principal of his college showing his so good conducted (b) satisfactory performance of college tests and (c) attendance & 75% of practical classes held in each of the subjects in which he intends to appear.
9. Candidate who will be successful at the Part-IV Examination shall be required immediately to undergo compulsory rotating full-time internship for a period of six months in the institution, Hospital. Only after successful completion of the compulsory Rotating Internship, a candidate shall be admitted to the degree.
10. The candidate who obtain 50% marks or more but below 60% marks in Part I, II, III & IV taken together will be declared to have passed in second division and candidate who obtain more than 60% percent marks will be declared to have passed in first division, candidates who obtain 75% or more marks in the practical and theory examination shall be granted distinction in the subject.
11. SUPPLEMENTARY EXAMINATIONS:

In addition to the Annual Examination there shall be supplementary examinations for ~~first year~~ <sup>second year</sup> III Year and final year. Occupational therapy students, which

shall be held in July. Candidates who fail to pass or fail to present themselves at the annual examination may be admitted to these supplementary examinations on payment of the prescribed fees. Only those candidates shall be declared to have passed the supplementary examination that obtain the requisite percentage of pass marks.

Candidate who fail to pass, or fail to present themselves at the supplementary examination of first year, second year, third year and final year in occupational therapy may be permitted to appear at the next annual examination after perusing a further course of prescribed study.

12. Scheme of Examination and syllabus and seats will be determined by the Board of Studies / Standing Committee of the academic council of the University from time to time.

### **BOT 1<sup>st</sup> Year Scheme of Examination**

The full marks for each subject and the minimum marks required for passing the same shall be as follows:

No	Subject	Written	Int. Asstt.	Min Marks (Wrt. + Int Asstt.)	Practical	Int. Asstt.	Min Marks (Pract Int. Asstt.)	Total Marks
1	Human Anatomy	80	20	50	80	20	50	200
2	Human Physiology including Bio-chemistry	80	20	50	80	20	50	200
3	Pathology & Pharmacology	80	20	50	-	-	-	100
4	Psychology	80	20	50	-	-	-	100
5	Principles of Occupational Therapy	80	20	50	80	20	50	200

**\*University practical exam for Physiology subject only**



## Scheme of Examination for BOT 2<sup>nd</sup> year

No	Subject	Written	Int. Asst.	Min Marks (Wrt. + Int Asst.)	Practical	Int Asst	Min Marks (Pract. + Int. Asst.)	Total Marks
1	Medicine including Neurology	80	20	100	80	20	100	200
2	Surgery including Orthopaedics	80	20	100	80	20	100	200
3	Biomechanics & Kinesiology	80	20	100	80	20	100	200
4	Occupational Therapy in Medical Condition Part-I	80	20	100	80	20	100	200
5	Occupational Therapy in Surgical Condition Part-I	80	20	100	80	20	100	200
6	Applied Psychology including psychiatry	80	20	100	80	20	100	200

The full-marks for each subject and the minimum marks required for passing shall be as follows.

## Scheme of Examination for BOT 3<sup>rd</sup> year

	Sub ject	Written	Int. Asst.	Min. Marks (Wriint. Asst.	Practical	Int. Asst.	Min. Marks. (Prac.+Int Asst.	Total Marks
1	Occupational Therapy in Medical condition Part – II	80	20	50	80	20	50	200
2	Occupational Therapy in Surgical condition Part – II	80	20	50	80	20	50	200
3	Disability Prevention and Rehabilitation including Prosthetics & Orthotics ADL	80	20	50	80	20	50	200
4	Bio Statistics and Research Methodology*	--	50	25	--	--	--	50

\* no university exam

## Scheme of Examination for BOT 2<sup>nd</sup> year

No	Subject	Written	Int. Asst.	Min Marks (Wrt. + Int Asst.)	Practical	Int. Asst.	Min Marks (Pract. + Int. Asst.)	Total Marks
1	Medicine including Neurology	80	20	100	80	20	100	200
2	Surgery including *Orthopaedics	80	20	100	80	20	100	200
3	Biomechanics & Kinesiology	80	20	100	80	20	100	200
4	Occupational Therapy in Medicine (and/or) Part-I	80	20	100	80	20	100	200
5	Occupational Therapy in Surgery (and/or) Part-I	80	20	100	80	20	100	200
6	Applied Physiology, Biochemistry, psychology	80	20	100	80	20	100	200

The full-marks for each subject and the minimum marks required for passing shall be as follows.

Ordinance No. 29  
**BACHELOR OF PHYSIOTHERAPY (BPT)**  
**4 ½ YEAR DEGREE COURSE**

**1.0 AIMS AND OBJECTIVES**

**1.1 AIMS**

- 1.1.1 Acquisition of adequate theoretical and the practical knowledge and foundation in the basic Pre-clinical, Para-clinical and clinical medical subjects.
- 1.1.2 Proficiency in the diagnosis and skills of basic physiotherapy procedure and techniques with adequate theoretical basis and rationale of allied sciences.
- 1.1.3 To detect and evaluate the anatomical, patho physiological impairments, resulting in dysfunction of various age groups & occupation as well as epidemiological features in the population & arrive at appropriate diagnosis.
- 1.1.4 To understand the rationale & basic investigative approach to the medical system and surgical intervention regimens & accordingly plan & implement specific Physiotherapeutic measures effectively.
- 1.1.5 To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Physiotherapists.
- 1.1.6 To practice Moral and Ethical values and Evidence Based Practices with regard to Physiotherapy.

**1.2 OBJECTIVES**

"The Objective of the course which is complementary to medicine shall be to allow the students.

- 1.2.1 To acquire adequate Theoretical & practical knowledge in the basic medical subjects.
- 1.2.2 To impart Electrotherapy & Therapeutic Exercise procedures with adequate theoretical & practical base.
- 1.2.3 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.

- 1.2.4 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- 1.2.5 To impart competency in Physiotherapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care settings.
- 1.2.6 To develop professional autonomy through independent physical diagnosis and prescription as a physiotherapist for all physiotherapy related referrals and/or primary clients.
- 1.2.7 To endorse physiotherapeutic moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.
- 1.2.8 To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of physiotherapy.
- 1.2.9 To introduce the students to the fundamentals of Biostatistics & Physiotherapy Research activities.
- 1.2.10 To teach every aspect of National policies on health and devote himself/ herself to its practical implementation.

## 2.0 COURSE STRUCTURE

- 2.1 The Degree in Physiotherapy of 4 ½ years (Four academic years and Six months internship) course here in after called 4 ½ year degree course shall be designated as Bachelor of Physiotherapy, in short BPT.
- 2.2 **Duration of the course:** The Bachelor of Physiotherapy (BPT) is a Four & Half year (including internship) regular degree course, named below:
  - i. BPT – I year
  - ii. BPT- II year
  - iii. BPT- III year
  - iv. BPT-IV year

After successful completion of BPT IV year, the student shall require to complete Six months Compulsory Rotatory internship Program.

- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 Compulsory Rotatory Internship shall be not less than 6 months.
- 2.5 The Student admitted in BPT course shall have to complete the course within the maximum permissible duration of 8 years, from the date of admission

## 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

- 3.1 Admission to the First year in Bachelor of Physiotherapy degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed to 45%.
- 3.2 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the Concerned academic session.
- 3.3 Selection Criteria: The admission in BPT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 3.4 On admission, every candidate shall have to get fitness certificate from Chirayu Hospital, for physical fitness.

#### 4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of November of every academic year.

#### 5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English/Hindi throughout the course of the study.

##### 5.1 Attendance

- 5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.
- 5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

##### 5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

##### 5.3 Internal Assessment

The internal assessment for each subject (In Theory and Practical separately) of each academic year shall carry 20 marks in theory and 20 marks in practical, separately.

##### 5.4 University Examination; Theory & Practical

###### 5.4.1 Written Examination

- a. The Main Examination shall be held on yearly basis for all the Four years respectively
- b. There shall be 2 University Examination in a year: Main examination in May / June and supplementary Examination (*II examination*) in October/ November.

The succeeding examination shall be held within 6 months.

#### 5.5 Appointment of Examiners / Question Paper Setter

The appointment of examiner for the University Examination shall be based on following criteria;

- 5.5.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall be Assistant Professor with 3 years teaching experience in the concerned subject.
- 5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.
- 5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with -minimum 3 years teaching experience.
- 5.5.4 The Faculty of the Subject /head of the department with minimum 3 years of teaching experience. Shall be the Internal Cum-convener examiner for the examinations
- 5.6 Criteria for Passing In each subject/head (Theory and Practical);
  - 5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Viva Voce plus Internal assessment and Practical plus Internal Assessment examination.
  - 5.6.2 Each theory paper and practical will be treated as separate Subject/ head for the passing.

- 5.6.3 The student shall carryover two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The student shall carry two subjects from first year to second year, second year to third year as well as third year to fourth year and must pass in the fail subjects before appearing the next year examination.

#### 5.7 Division and Merit List

- 5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/her successful attempt In annual University Examination,

There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt,

**Second Division:** >50% and <60% of grand total marks in First attempt.

**Distinction** in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in the first attempt.

- 5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

#### 6.0 REVALUATION / RE-TOTALING

- 6.1 Student may apply for revaluation and / or re-totalling of the answer sheet of the appeared subject, post result for the any doubt in the marks obtained on the following criteria
- 6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously within stipulated time, as prescribed by the University.

#### 7.0 COMPULSORY ROTATORY INTERNSHIP:

- 7.1 There shall be Six months of Internship after the Final year examination, for the candidate who declared passed the examination in all the subjects. Internship should be Rotating and Compulsory for all the students.
- 7.2 Internship should be done in minimum 100 bedded specialty hospitals in various specialities.
- 7.3 Hospital must have Physiotherapy OPD with qualified Physiotherapist to guide the students.
- 7.4 The Internship shall cover the clinical branches; concerned with Physiotherapy such as Orthopedics, Cardia-respiratory Medicine & Surgery including ICU, Neurology, Neurosurgery, Pediatrics, General Medicine, General Surgery, Obstetrics and Gynecology; both In-patient and Outpatient services,
- 7.5 Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.



- 7.6 Any absenteeism, misconduct, poor performance etc. may require the extension of the program on recommendation of the HOD
- 7.7 Student shall obtain Internship Completion Certificate from the concerned hospital with the specialty and the hours of program. Same should be submitted to the institute for the Six months Internship Completion Certificate.
- 7.8 Candidate shall be awarded with the Degree certificate only after the successful completion of the Compulsory Six months Rotatory Internship.
- 7.9 The 6 months of Rotational Internship shall be covered in the following pattern:

S.NO	Department	Period
1	Physiotherapy & Rehabilitation Medicine OPO (including Pediatrics to Geriatrics cases)	1 month
2	Orthopaedic wards and OPO	1 month
3	Neurology and Neurosurgery wards (including Neuro ICU) and OPD	1 month
4	Cardio-respiratory Medicine & Surgery ward and OPD	1 month
5	General Medicine and Pediatric wards (including NICU and ICCU) and OPD	1 month
6	General Surgery wards (including Burns, OBG)	1 month

- 7.10 Issue of internship Completion Certificate: Every candidate, after successful completion of Six months Rotatory Internship shall be eligible for Internship Completion Certificate, issued by HOI.

#### 8.0 CANCELLATION OF ADMISSION

- 8.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:
- 8.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.
- 8.1.2 He/ She is found to have produce false / forged documents or found to have used unfair means of secure admission.
- 8.1.3 He/she is found involved in serious breach of discipline in the institute or in the university campus.

#### 9.0 Scheme of Course / Examination

##### 9.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min hrs	Practical Min Hrs	Clinical Lab Posting	Total Hrs

<b>First year</b>				
Human Anatomy	140	60		200
Human Physiology	140	60		200
Fundamental of Physics, Biomechanics & Biomechanical Modalities	80	-	-	80
Fundamental of Medical Electronics & principles of Bioelectrical Modalities	80	-	-	80
Psychology & Sociology	60+60	-	-	120
<b>Second Year</b>				
Pathology & Microbiology	60+60	-		120
Biochemistry & Pharmacology	60+60	-		120
Medicine including Pediatrics & Geriatrics	100	20	30	150
General Surgery, Obstetrics & Gynecology	100	20	30	150
Exercise therapy including yoga	100	100		200
Electrotherapy	100	100		200
<b>Third year</b>				
Neurology including Psychiatry & Neurosurgery	120	20	40	180
Orthopaedics	100	20	30	150
Applied Biomechanics & Kinesiology	100	-	-	100
Physiotherapeutic in Neurology & Neurosurgery	120	100	30	250
Physiotherapeutic in Orthopaedic Conditions	120	100	30	250
Physical Evaluation, Diagnosis & Prescription	120	80	-	200
<b>Fourth year</b>				
Community PT, Rehabilitation & Disability prevention	60+60	-	40	160

Research methodology & Biostatistics	100	-	-	100
Cardiothoracic diseases and surgeries	100	-	-	100
Physiotherapeutic in General & Cardiothoracic Conditions	120	80	60	260
Sports Physiotherapy	120	80	60	260
PT Ethics, management & Administration ** NUES	-	-	-	-
Project Work**NUES	-	-	-	-

### NUES– Non university exam subject

#### 9.2 Question Paper Pattern

No. & Type of Question	Marks for each question	Total Max. Marks
10 Very Short Answer Questions (Answer to be given in 50-60 words)	02	20
5 Short Answer Questions (Answer to be given in 250-300 words)	10	50
2 Essay Type Questions (Answer to be given in 450-500 words)	15	30
		100

No. & Type of Question	Marks for each	Total Max. Marks
05 Very Short Answer Questions (Answer to be given in 50-60 words)	02	10
02 Short Answer Questions (Answer to be given in 250-300 words)	8	16
01 Essay Type Questions (Answer to be given in 450-500 words)	14	14
		40

#### 9.3 Scheme of Examination

## First Year B. P. Th. Examination

S. No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Human Anatomy	20	20	100	20	40	200
2	Human Physiology	20	20	100	20	40	200
3	Fundamental of Physics, Biomechanics & Biomechanical Modalities	20	20	100	20	40	200
4	Fundamental of Medical Electronics & principles of Bioelectrical Modalities	20	20	100	20	40	200
5	Psychology & Sociology	20	--	80	--	--	100
Total Max. Marks							900

Second Year B. P. Th. Examination

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Pathology & Microbiology	20	--	80	--	--	100
2	Biochemistry & Pharmacology	20	--	80	--	--	100
3	Medicine including Pediatrics & Geriatrics	20	--	80	--	--	100
4	General Surgery, Obstetrics & Gynecology	20	--	80	--	--	100
5	Exercise therapy including	20	20	100	20	40	200
6	Electrotherapy	20	20	100	20	40	200
<b>Total Max. Marks</b>							<b>800</b>

## Third Year B. P Th. Examination

S N	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practica	
1	Neurology including Psychiatry & Neurosurgery	20	--	80	--	--	100
2	Orthopaedics	20	--	80	--	--	100
3	Applied Biomechanics & Kinesiology	20	--	80	--	--	100
4	Physiotherapeutic in Neurology & Neurosurgery	20	20	100	20	40	200
5	Physiotherapeutic in Orthopaedic Conditions	20	20	100	20	40	200
6	Physical Evaluation, Diagnosis & Prescription	20	20	100	20	40	200
<b>Total Max. Marks</b>							<b>900</b>

## Fourth Year B. P. Th. Examination

S. No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Community PT, Rehabilitation & Disability prevention	20	--	80	--	--	100
2	Research methodology & Biostatics	20	--	80	--	--	100
3	Cardiothoracic diseases and surgeries	20	--	80	--	--	100
4	Physiotherapeutic in General & Cardiothoracic Conditions	20	20	100	20	40	200
5	Sports Physiotherapy	20	20	100	20	40	200
6	PT Ethics, management & Administration ** NUES	--	100	--	--	--	100
7	Project Work**NUES	---	100	--	--	--	100
<b>Total Max. Marks</b>							<b>900</b>

Minimum 50% passing marks required in theory and internal assessment as well in practical & viva – Voce.

## Ordinance No. 30

### Bachelor in Audiology and Speech Language Pathology (B. ASLP)

#### **Duration of the program-**

The program shall be of 4 academic years including 1 year of internship and should be completed within six years from the date of admission.

#### **Eligibility for admission**

- Candidates passed 10+2 or an equivalent examination from a recognized Board with minimum of 50% aggregate marks. Relaxation in the qualifying marks shall be as per rules and regulations of respective University / State/UTs or Central Government.
- The applicant/candidate should have studied Physics, Chemistry and any one of the subject Biology / Mathematics / Computer Science / Statistics / Electronics / Psychology
- No age bar

#### **Attendance**

Minimum attendance shall be as stipulated by the respective University where the students are studying. However, attendance shall not be less than 80% in theory and 90% in Clinical/ Practicals in each semester to be eligible to appear for examination at the end of each semester.

#### **Criteria for passing**

The student is required to obtain a minimum of 50% in each of the theory papers, internal assessment, practical and clinical exams for a pass. Students will not be able to appear for University theory exam if they do not pass in their practical, internal assessment or clinical component. Students will have to pass the clinical examination of the given semester to proceed to the next semester.

#### **Carry-over of papers**

Each paper should be successfully completed within 3 attempts including the first one. Students can start internship after the 6th semester exams. However, students who fail in their clinical exam of 6th semester will have to discontinue internship. The candidates are permitted to carry over the theory courses until the end of the program.

All candidates shall complete a clinical internship of one academic year (10 months) after the 6<sup>th</sup> semester.

### Guidelines

Internship is mandatory

Duration: One academic year (10 months) split in to two semesters (VII & VIII).

### Eligibility:

Internship will start immediately after the candidate completes the academic and clinical training till the 6<sup>th</sup> semester. Students can start internship after the 6<sup>th</sup> semester exams. However, students who fail in their clinical exam of 6<sup>th</sup> semester will have to discontinue internship.

### Program Structure

Time structure of the program shall be as follows:

16 weeks / Semester 16 weeks

5 days / week 80 days

7 hours / day 560 hours per semester

**Semester 1** Theory 6 papers x 60 hours 360 hours

Clinical 200 hours

**Semester 2** Theory 4 papers x 60 hours 240 hours

Practicals 320 hours

**Semester 3** Theory 4 papers x 60 hours 240 hours

Clinicals 320 hours

**Semester 4** Theory 4 papers x 60 hours 240 hours

Clinicals 320 hours

**Semester 5** Theory 4 papers x 60 hours 240 hours

Clinicals 320 hours

**Semester 6** Theory 4 papers x 60 hours 240 hours

Clinicals 320 hours

Theory 360 + (240 x 5) 1560 hours

Clinicals 200+320 + (320 x 4) 1800 hours

Internship 18 weeks per semester 36 weeks

5 days / week 180 days 7 hours / day 1260 hours

**Total: 6 semesters 560 hours x 6 semesters 3360 hours**

Internship 630 hours x 2 semesters 1260 hours **Total Theory 1560 hours Total Clinicals 3060 hours**

**Grand Total 4620 hours**

### Examination Pattern

No.	Title of the paper	Practical	IA	Exam	Total
B 1.1	Communication Sciences	--	25	75	100
B 1.2	Anatomy and Physiology of Speech and Hearing	--	25	75	100
B 1.3	Clinical Psychology	--	25	75	100
B 1.4	Linguistics and Phonetics	--	25	75	100
B 1.5	Electronics and Acoustics	--	25	75	100
B 1.6	Research Methods and Statistics	--	25	75	100
B 2.1	Neurology	--	25	75	100
B 2.2	Otolaryngology	--	25	75	100
B 2.3	Speech-Language Pathology	--	25	75	100
B 2.4	Audiology	--	25	75	100
B 2.5	Practicals (Speech-language Pathology)	--	25	75	100
B 2.6	Practicals (Audiology)	--	25	75	100
B 3.1	Voice and its Disorders	25	25	50	100
B 3.2	Speech Sound Disorders	25	25	50	100
B 3.3	Diagnostic Audiology - Behavioral Tests	25	25	50	100
B 3.4	Amplification Devices	25	25	50	100
B 3.5	Clinicals in Speech-Language Pathology	--	25	75	100
B 3.6	Clinicals in Audiology	--	25	75	100
B 4.1	Motor Speech Disorders in Children	25	25	50	100



B 4.2	Child Language Disorders	25	25	50	100
B 4.3	Diagnostic Audiology - Physiological Tests	25	25	50	100
B 4.4	Implantable Hearing Devices	25	25	50	100
B 4.5	Clinicals in Speech-Language Pathology	--	25	75	100
B 4.6	Clinicals in Audiology	--	25	75	100
B 5.1	Structural Anomalies & Speech Disorders	25	25	50	100
B 5.2	Fluency and its Disorders	25	25	50	100
B 5.3	Pediatric Audiology	25	25	50	100
B 5.4	Aural Rehabilitation in Children	25	25	50	100
B 5.5	Clinicals in Speech-Language Pathology	--	25	75	100
B 5.6	Clinicals in Audiology	--	25	75	100
B 6.1	Motor Speech Disorders in Adults	25	25	50	100
B 6.2	Language Disorders in Adults	25	25	50	100
B 6.3	Aural Rehabilitation in Adults	25	25	50	100
B 6.4	Audiology in Practice	25	25	50	100
B 6.5	Clinicals in Speech-Language Pathology	--	25	75	100
B 6.6	Clinicals in Audiology	--	25	75	100
B 7.1	Clinicals in Speech-Language Pathology	--	--	100	100
B 7.2	Clinicals in Audiology	--	--	100	100
		400	900	2500	3800

## Ordinance No. 31

DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY (DMLT)  
2 YEAR DIPLOMA COURSE

## 1.0 AIMS AND OBJECTIVES

## 1.1 AIMS

1.1.1 To provide skilled professionals who will be able to work in a variety of laboratory settings.

1.1.2 To provide students with an overview of various medical laboratory procedures.

## 1.2 OBJECTIVES

1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.

1.2.2 To perform routine and special laboratory investigations.

## 2.0 COURSE STRUCTURE

2.1 The Diploma in Medical Laboratory Technology of 2 years (Two academic years) course here in after called 2 year diploma course shall be designated as Diploma in Medical Laboratory Technology, in short DMLT.

## 2.2 Duration of the course:

Diploma in Medical Laboratory Technology is a two year regular diploma course, named below:

b. DMLT - II year

2.3 Each academic year shall consist of 240 teaching days.

2.4 The Student admitted in DMLT course shall have to complete the course within the maximum permissible duration of 4 years, from the date of admission.

### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

3.1 Admission to the First year in Diploma in Medical Laboratory Technology course shall be 10+2 system of education in science group or equivalent with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.

3.2 Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc In substitution for Biology shall also be considered for Eligibility.

3.3 The candidate should have completed minimum of 17 years of age on/before 31" December of the concerned academic session.

3.4 Selection Criteria:

The admission in DMLT- First Year shall be based on the merit of the qualifying examination.

or

Common Entrance Test (CET), conducted by the University/ any designated agency,

3.5 On admission, every candidate shall have to get fitness certificate from Chirayu Hospital, for physical fitness.

### 4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of August of every academic year.

## 5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

### 5.1 Attendance

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 . The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

### 5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

### 5.3 Internal Assessment

The internal assessment for each subject of each academic year will carry 25 marks.

### 5.4 University Examination; Theory & Practical

#### 5.4.1 Written Examination

a. The Main Examination shall be held on yearly basis for all the two years

respectively.

b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (I/ examination) in October/ November. The succeeding examination shall be held within 6 months.

#### 5.5 Appointment of the Examiners/ Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting and valuation one examiner shall be required, who may be an Internal or External, minimum an Assistant Professor with 3 year teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 year teaching experience in the concern subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Master's/ Post Graduate qualification in the concern subject with minimum 3 year teaching experience.

5.5.4 The faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal Cum-Convener examiner for the examinations.

#### 5.6 Criteria for Passing

In each subject/head (Theory and Practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Internal assessment plus Viva voce and Practical examination.

5.6.2 Each Theory paper and Practical will be treated as separate subject/ head for the passing.

5.6.3 The student shall carry over one subject from one year to the following year and must pass in the fail subject before appearing in the next year examination. The Student shall carry one subject from first year to second year and must pass in the fail subjects before appearing the next year examination.

#### 5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in Annual University Examination.

There shall be Divisions as follows:

Distinction: 75% and above of grand total marks in First attempt.

First Division: >60% and <75% of grand total marks in First attempt

Second Division: >50% and <60% of grand total marks in First attempt

Distinction in individual subject: >75% marks in individual subject shall be indicated exclusively in the mark

sheet provided First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

#### 5.8 Three Months Compulsory Rotatory Clinical Training

For DMLT IInd year students, Three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course.

The training shall be laboratory attached with undertaken in any of medical  
A minimum 100 bedded hospital.

For this exercise the students may require to spend Three months in rotation with at-least Four following labs:

- a. Clinical Biochemistry Lab
- b. Clinical Microbiology Lab
- c. Pathology and/ or Hematology Lab
- d. Blood Banking

The Laboratory training should cover the following terms:

- a. The recognized laboratory shall require experts with BMLT qualification, for the guidance of the students. Student: Technician ratio will be 1:5.
- b. Student seeking training outside the campus must obtain a NOC from the HOD prior to the program.
- c. Minimum 100 hrs is mandatory for each of the above mention Laboratories.
- d. Student should obtain training completion certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the parent institute for qualifying II year University Examination.
- e. Any absenteeism, misconduct, poor performance etc may require the extension of the program on the recommendation of the HOD.

## 6.0 REVALUATION / RE-TOTALING

6.1 Student may apply answer sheet of the appeared subjects, post result for any doubt in the marks for Re-evaluation and/or Re-totalling of the obtained on the following criteria:

6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University.

## 7.0 CANCELLATION OF ADMISSION

7.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

7.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

7.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

7.1.3 He/She is found involved in serious breach of discipline in the institution or in the University campus.

## 8.0 SCHEME OF COURSE / EXAMINATION

8.1 Scheme of Teaching Schedule (for the each academic year)



Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>DMLT- First Year</b>				
Applied Anatomy & Physiology	40+40	20+20	-	120
Biochemistry + Clinical Pathology	60+40	40+20	-	160
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
* Observatory Clinical Posting	-	-	180	180

<b>DMLT- Second Year</b>				
Haematology & Blood Banking + Parasitology	60+40+20=120	40+40+20=100	60+60+20=140	360
Microbiology & Serology, Histology & Cytology	60+40+30+30=160	60+40+30+30=160	100+40	460
* Basic Computer Application	20	40	-	60
* Clinical Posting	-	-	240	240

Non examination (Subsidiary) subject

### 8.2 Question Paper Pattern

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20X4=80
Short Answer Type	4 (Any 4 Out of 5)	5X4=20

## 8.3 Scheme of Examination

**FIRST YEAR D.M.L.T. EXAMINATION**

S.No.	Paper	Subject	Max. Marks	Min. Passing Marks
1	Paper - I	Human Anatomy & Physiology	100	50
2	Paper - II	Biochemistry	100	50
3	Paper - III	Pathology -I : Haematology & Blood Banking, Clinical Pathology & Parasitology	100	50
4	Paper - IV	Pathology-II : Microbiology & Serology Histology & Cytology	100	50

(There shall be Institutional /College level theory examination as per university notification, marks to be send toUniversity for internal assessment purposes of university examination)

**SCHEME OF EXAMINATION FOR 2<sup>ND</sup> YEAR (UNIVERSITY EXAMINATION):****DIPLOMA IN MEDICAL LAB TECHNICIAN (DMLT)**

There shall be university examination at the end of 2<sup>nd</sup> year curriculum of Diploma in MedicalLab Technician (DMLT)

S.No	Paper	Subject	Theory	Internal Assessment	Practical	Total
1	Paper - I	Human Anatomy & Physiology	100	100	100	300
2	Paper - II	Biochemistry	100	100	100	300
3	Paper - III	Pathology -I : Haematology & Blood Banking, Clinical Pathology & Parasitology	100	100	100	300
4	Paper - IV	Pathology-II : Microbiology & Serology Histology & Cytology	100	100	100	300
Total			400	400	400	1200

N.B.- 1. First year institutional /college level theory examination's awarded marks would be consider as Internal assessment marks and candidate have to get min. 50% marks in university theory examination in addition to Internal assessment marks i.e. 100 marks collectively for passing the examination.

## Ordinance No. 32

## DIPLOMA COURSE (2 Years)

(Diploma in Anaesthesia Technician, Diploma in Cath Lab Technician, Diploma in Dialysis Technician, Diploma in Perfusionist Cardiac Surgery Technician, Diploma in Optometry & Refraction)

**1.0 AIMS AND OBJECTIVES****1.1 AIM**

1.1.1 Acquisition of adequate theoretical and the practical knowledge and foundation in the basic Pre-clinical, Paraclinical and clinical medical subjects.

1.1.2 Proficiency in the diagnosis and skills of procedures and techniques with adequate theoretical basis and rationale of allied sciences.

1.1.3 To detect and evaluate the anatomical, physiological, radiological impairments, resulting in dysfunction of various age groups & occupation; as well as epidemiological features in the population & arrive at appropriate diagnosis.

1.1.4 To understand the rationale & basic investigative approach to the medical system and surgical intervention regimens & accordingly plan & implement specific radio therapeutic measures effectively.

1.1.5 To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code

1.1.6 To practice Moral and Ethical values and Evidence Based Practices.

The Objective of the course which is complementary to medicine shall be to allow the students.

1.2.1 To acquire adequate theoretical & practical knowledge in the basic medical subjects.

1.2.2 To impart Diagnostic procedures with adequate theoretical & practical base.

1.2.3 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.

1.2.4 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.

1.2.5 To impart competency in medical measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care settings.

1.2.6 To develop professional autonomy through independent physical diagnosis and prescription as a technician for all paramedical related referrals and/ or primary clients.

1.2.7 To endorse moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.

1.2.8 To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of paramedical.

1.2.9 To introduce the students to the fundamentals of paramedical diploma courses.

1.2.10 To teach every aspect of National policies on health and devote himself/ herself to its practical implementation.

2.0 Each academic year shall consist of 240 teaching days.

2.1 The Student admitted in Diploma course shall have to complete the course within the maximum permissible duration of 4 years, from the date of admission.

### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

3.1 Admission to the First year in Diploma course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by recognized Board/Council/ University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed to 40%

3.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the concerned academic session.

3.4 Selection Criteria: The admission in Diploma- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

3.5 On admission, every candidate shall have to get fitness certificate from Chirayu Hospital, for physical fitness.

### 4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of November of every academic year.

### 5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment of academic growth of the student shall be done on the basis of Two Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year). The medium of

Instruction and Examination shall be English/Hindi throughout the course of the study.

#### 5.1 Attendance

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

5.2 Sessional Examinations - Two Sessional Examination shall be conducted for each subject,

separately for theory and practical.

5.3 Internal Assessment - The internal assessment for each subject (in Theory and Practical of each academic year shall carry 100 marks.

#### 5.4 University Examination; Theory & Practical

##### 5.4.1 Written Examination

a. The Main Examination shall be held on yearly basis for all the Two years respectively.

b. There shall be 2 University Examination in a year:

Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

5.5 Appointment of the Examiners/ Question Paper Setters. The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both

the examiners shall be Assistant Professor with: 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification- in the concerned, subject with minimum 3 years-teaching experience.

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal Cum-convenor examiner for the examinations.

5.6 Criteria for Passing In each subject head (Theory and Practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Viva Voce plus Internal Assessment and Practical us Internal Assessment examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The student shall carry two subjects from first year to second year, second year to third year and must pass in the fail subjects before appearing the next year examination.

5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination

There shall be Divisions as follows:

Distinction : 75% and above of grand total marks in First attempt.

First Division : >60% and <75% of grand total marks in First attempt.

Second Division : >50% and <60% of grand total marks in First attempt.

Distinction in Individual subject: >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

#### 6.0 REVALUATION / RE-TOTALING

6:1 Student may apply for Re-evaluation and/or Re totalling of the answer sheet of the appeared subjects; post result for any doubt in the marks obtained on the following criteria:

6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, with in stipulated time, as prescribed by the University.

#### 8.0 CANCELLATION OF ADMISSION

8.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based, on recommendation of Head of the Institution, if:

8.1.1 He/She is not found qualified as per MP Paramedical Council norms / University and guidelines or the eligibility criteria prescribed by the university.

8.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

8.1.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus.



SCHEME OF EXAMINATION:  
DIPLOMA IN ANESTHESIA TECHNICIAN  
FIRST YEAR EXAMINATION

S.No.	Paper	Subject	Max. Marks	Min. Passing Marks
1	Paper - I	Human Anatomy & Physiology	100	50
2	Paper - II	Basic understanding OT and anesthesia	100	50
3	Paper - III	Record keeping, Infection Control and Waste management	100	50
4	Paper - IV	Patient Safety and Management during	100	50

(There shall be Institutional /College level theory examination as per university notification, marks to be send to University for internal assessment purposes of university examination)

### PAPER-I: HUMAN ANATOMY & PHYSIOLOGY

Paper	Subject	Max. Marks	Min. Passing Marks
Paper - I	Human Anatomy & Physiology	100	50

The examination shall be of 100 marks with **Section – A: Anatomy** and **Section – B : Physiology** . The theory examination marks for Anatomy shall be 50 and for Physiology 50 marks respectively. There shall be two paper setters / evaluators, one from Anatomy and one from Physiology . Section-A, which will be set by Anatomy examiner (50 marks) and Section-B, by Physiology (50 marks) examiner. Recognized teachers in Anatomy and Physiology with five years of experience shall be on the panel of examiners; 50% shall be the minimum passing marks

The pattern of theory examination for each section (A and B) will be as under for **50 Max. Mark**

No. and Type of Questions	Marks for each Question	Total Marks
10 Very short answer Questions Answer to be given in 50-60 words	02	20
05 Short answer Questions Answer to be given in 250-300 words	10	50
02 Essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

**PAPER-II : Basic Understanding OT and Anesthesia**

Paper	Subject	Max. Marks	Min. Passing
Paper - II	Basic understanding OT and anesthesia	100	50

The examination shall be of 100 marks and question paper will be set by Astd. Professor, Anesthesia, who shall be on the panel of examiners, 50% shall be the minimum passing marks..

The pattern of University theory examination will be as under for 100 Max. Marks in question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions <i>Answer to be given in 50-60 words</i>	02	20
5 short answer Questions <i>Answer to be given in 250-300 words</i>	10	50
2 essay type Questions <i>Answer to be given in 450-500 words</i>	15	30
Total Marks		100

**PAPER-III: : Record keeping, Infection Control and Waste management**

Paper	Subject	Max. Marks	Min. Passing Marks
Paper - III	Record keeping, Infection Control and Waste management	100	50

The examination shall be of 100 marks and question paper will be set by qualified examiner Astd. Professor, Anesthesia,, who shall be on the panel of examiners of internal or external , 50% shall be the minimum passing marks

The pattern of University theory examination will be as under for 100 Max. Marks in question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each	Total Marks
10 very short answer Question <i>Answer to be given in 50-60 words</i>	02	20
5 short answer Questions <i>Answer to be given in 250-300 words</i>	10	50
2 essay type Questions <i>Answer to be given in 450-500 words</i>	15	30
Total Marks		100

#### PAPER-IV Patient Safety and Management during Anesthesia

Paper	Subject	Max. Marks	Min. Passing Marks
Paper - IV	Patient Safety and Management during	100	50

The examination shall be of 100 marks and question paper will be set by qualified examiner Asst. Professor, Anesthesia,, who shall be on the panel of examiners of internal or external , 50% shall be the minimum passing marks.

The pattern of University theory examination will be as under for 100 Max. Marks in each question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each	Total Marks
10 very short answer Question <i>Answer to be given in 50-60 words</i>	02	20
5 short answer Questions <i>Answer to be given in 250-300 words</i>	10	50
2 essay type Questions <i>Answer to be given in 450-500 words</i>	15	30
Total Marks		100

**SCHEME OF EXAMINATION:**  
**PARAMEDICAL DIPLOMA IN CATH LAB TECHNICIAN**  
**FIRST YEAR DIPLOMA IN CATH LAB TECHNICIAN EXAMINATION**

S.No.	Paper	Subject	Max. Marks	Min. Passing
1	Paper - I	Human Anatomy & Physiology	100	50
2	Paper - II	Cath Lab Technician	100	50
3	Paper - III	Cardiac Catheterization	100	50
4	Paper - IV	Electricity and Electrostatics &	100	50

(There shall be Institutional /College level theory examination as per university notification, marks to be send to University for internal assessment purposes of university examination)

**SCHEME OF EXAMINATION FOR 2<sup>ND</sup> YEAR (UNIVERSITY EXAMINATION).**

**PARAMEDICAL DIPLOMA IN CATH LAB TECHNICIAN**

There shall be university examination at the end of 2<sup>nd</sup> year curriculum of Paramedical Diploma in Cath Lab Technician

S. No.	Paper	Subject	Theory	Internal	Practical	Total
1	Paper - I	Human Anatomy & Physiology	100	100	100	300
2	Paper - II	Cath Lab Technician	100	100	100	300
3	Paper - III	Cardiac Catheterization	100	100	100	300
4	Paper - IV	Electricity and Electrostatics &	100	100	100	300
Total			400	400	400	1200

N.B.- 1. First year institutional /college level theory examination's awarded marks would be

consider as Internal assessment marks and candidate have to get min. 50% marks in university theory examination in addition to Internal assessment marks i.e. 100 marks collectively for passing the examination.

2. University Practical examination of 100 max. marks is inclusive of viva and candidate should get separate 50% marks i.e. 50 marks to get pass.

SCHEME OF EXAMINATION  
PARAMEDICAL DIPLOMA IN CATH LAB TECHNICIAN  
PAPER-I: HUMAN ANATOMY & PHYSIOLOGY  
SCHEME OF EXAMINATION

Paper	Subject	Theory	Internal	Practical	Total
Paper - I	Human Anatomy & Physiology	100	100	100	300

**INSTRUCTION FOR THE PAPER SETTER**

The examination shall be of 100 marks with **Section – A: Anatomy** and **Section – B : Physiology**. The theory examination marks for Anatomy shall be 50 max marks and for

Physiology 50 max marks respectively. There shall be two question paper setters / evaluators, one from Anatomy and one from Physiology. Section- A, which will be set by Anatomy

examiner (50 marks) and Section-B, by Physiology (50 marks) examiner. Recognized teachers in

Anatomy and Physiology with five years of experience shall be on the panel of examiners; 50%

shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiner (Asst. Professor, Anatomy/Physiology) - one internal Examiner ; from the institute /college and one from other college /institute of the university from the panel of University examiners.

The pattern of theory examination for each section (A and B) will be as under for **50 Max.**

**Marks.**

No. and Type of Questions	Marks for each Question	Total Marks
05 Very short answer Questions Answer to be given in 50-60 words	02	10
03 Short answer Questions Answer to be given in 250-300 words	08	24
01 Essay type Questions Answer to be given in 450-500 words	16	16
Total Marks		50

**INSTRUCTIONS FOR THE CANDIDATES:** Answer all questions only in required word. There will be two separate answer book containing 20 pages for each section i.e.- Sec. A & B and no additional answer book would be provided to the student.

SCHEME OF EXAMINATION  
PARAMEDICAL DIPLOMA IN CATH LAB TECHNICIAN

Paper – II : Cath Lab Technician

SCHEME OF EXAMINATION

Paper	Subject	Theory	Internal	Practical	Total
PAPER- II	Cath Lab Technician	100	100	100	300

**INSTRUCTION FOR THE PAPER SETTER**

The University theory examination shall be of 100 marks and question paper setter will be Astt. Professor, Medicine, who shall be on the panel of examiners, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiners (Astt. Professor, Medicine) - one internal Examiner; from the institute/college and one from other college/institute of the university from the panel of University examiners.

The pattern of University theory examination will be as under for 100 Max. Marks in question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions Answer to be given in 50-60 words	02	20
5 short answer Questions Answer to be given in 250-300 words	10	50
2 essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

**INSTRUCTIONS FOR THE CANDIDATES: Answer all questions only in required word.**

There will be only 1 single answer book containing 40 pages to answer question paper and no additional answer book would be provided to the student.

## SCHEME OF EXAMINATION:

PARAMEDICAL DIPLOMA IN DIALYSIS TECHNICIAN FIRST YEAR  
DIPLOMA IN DIALYSIS TECHNICIAN EXAMINATION

S.No.	Paper	Subject	Max. Marks	Min. Passing
1	Paper - I	Human Anatomy & Physiology	100	50
2	Paper - II	Dialysis-1	100	50
3	Paper - III	Dialysis-2	100	50
4	Paper - IV	Dialysis-3	100	50

(There shall be Institutional /College level theory examination as per university notification, marks to be send to University for internal assessment purposes of university examination)

SCHEME OF EXAMINATION FOR 2<sup>ND</sup> YEAR (UNIVERSITY EXAMINATION):

## PARAMEDICAL DIPLOMA IN DIALYSIS TECHNICIAN

There shall be university examination at the end of 2<sup>nd</sup> year curriculum of Paramedical Diploma in Dialysis Technician

S. No.	Paper	Subject	Theory	Internal	Practical	Total
1	Paper - I	Human Anatomy &	100	100	100	300
2	Paper - II	Dialysis-1	100	100	100	300
3	Paper - III	Dialysis-2	100	100	100	300
4	Paper - IV	Dialysis-3	100	100	100	300
Total			400	400	400	1200

N.B.- 1. First year institutional /college level theory examination's awarded marks would be

consider as Internal assessment marks and candidate have to get min. 50% marks in university

theory examination in addition to Internal assessment marks i.e. 100 marks collectively for passing the examination.

2. University Practical examination of 100 max. marks is inclusive of viva and candidate should get separate 50% marks i.e. 50 marks to get pas

## SCHEME OF EXAMINATION

## PARAMEDICAL DIPLOMA IN DIALYSIS TECHNICIAN

## PAPER-I: HUMAN ANATOMY &amp; PHYSIOLOGY

## SCHEME OF EXAMINATION

Paper	Subject	Theory	Internal	Practical	Total
Paper - I	Human Anatomy & Physiology	100	100	100	300

## INSTRUCTION FOR THE PAPER SETTER

The University theory examination shall be of 100 marks and question paper setter will be Asst. Professor, Anatomy/ Physiology, who shall be on the panel of examiners, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiners (Asst. Professor, Anatomy/ Physiology) - one internal Examiner; from the institute/college and one from other college /institute of the university from the panel of University examiners.

The pattern of University theory examination will be as under for 100 Max. Marks in question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions Answer to be given in 50-60 words	02	20
5 short answer Questions Answer to be given in 250-300 words	10	50
2 essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

## INSTRUCTIONS FOR THE CANDIDATES: Answer all questions only in required word.

There will be only 1 single answer book containing 40 pages to answer question paper and no additional answer book would be provided to the student.



## SCHEME OF EXAMINATION

## PARAMEDICAL DIPLOMA IN DIALYSIS TECHNICIAN

## Paper – II : Dialysis-1

Paper	Subject	Theory	Internal	Practical	Total
PAPER- II	Dialysis-1	100	100	100	300

## INSTRUCTION FOR THE PAPER SETTER

The University theory examination shall be of 100 marks and question paper setter will be Asstt. Professor, Medicine/Nephrology, who shall be on the panel of examiners, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiners (Asstt. Professor, Medicine/Nephrology) - one internal Examiner ; from the institute

/college and one from other college /institute of the university from the panel of University examiners.

The pattern of University theory examination will be as under for **100 Max. Marks** in question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions Answer to be given in 50-60 words	02	20
5 short answer Questions Answer to be given in 250-300 words	10	50
2 essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

## INSTRUCTIONS FOR THE CANDIDATES: Answer all questions only in required word.

There will be only 1 single answer book containing 40 pages to answer question paper and no additional answer book would be provided to the student.

**SCHEME OF EXAMINATION****PARAMEDICAL DIPLOMA IN DIALYSIS TECHNICIAN****PAPER III: Dialysis-2**

Paper	Subject	Theory	Internal	Practical	Total
PAPER- III	Dialysis-2	100	100	100	300

**INSTRUCTION FOR THE PAPER SETTER**

The University theory examination shall be of 100 marks and question paper setter will qualified examiner of Medicine/Nephrology - M.D. Medicine, who shall be on the panel of examiners, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiners of Medicine/Nephrology - M.D. Medicine - one internal Examiner; from the institute /college and one from other college /institute of the university from the panel of University examiners.

The pattern of University theory examination will be as under for 100 Max. Marks in question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions Answer to be given in 50-60 words	02	20
5 short answer Questions Answer to be given in 250-300 words	10	50
2 essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

**INSTRUCTIONS FOR THE CANDIDATES: Answer all questions only in required word.**

There will be only 1 single answer book containing 40 pages to answer question paper and no additional answer book would be provided to the student.

## SCHEME OF EXAMINATION

## PARAMEDICAL DIPLOMA IN DIALYSIS TECHNICIAN

## PAPER- IV: DIALYSIS-3

Paper	Subject	Theory	Internal	Practical	Total
PAPER- IV	DIALYSIS-3	100	100	100	300

**INSTRUCTION FOR THE PAPER SETTER**

The University theory examination shall be of 100 marks and question paper setter will qualified examiner of Medicine/Nephrology - M.D. Medicine, who shall be on the panel of examiners, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiners of Medicine/Nephrology - M.D. Medicine - one internal Examiner; from the institute /college and one from other college /institute of the university from the panel of University examiners.

The pattern of University theory examination will be as under for 100 Max. Marks in question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
1 very short answer Questions Answer to be given in 50-60 words	02	20
5 short answer Questions Answer to be given in 250-300 words	10	50
2 essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

**INSTRUCTIONS FOR THE CANDIDATES: Answer all questions only in required word.**

There will be only 1 single answer book containing 40 pages to answer question paper and no additional answer book would be provided to the student.

## SCHEME OF EXAMINATION:

Diploma in Perfusionist Cardiac Surgery Technician

## FIRST YEAR EXAMINATION

S.No.	Paper	Subject	Max. Marks	Min. Passing
1	Paper - I	APPLIED ANATOMY & PHYSIOLOGY	100	50
2	Paper - II	PHARMACOLOGY, DISEASE & THEATER TECHNIQUES	100	50
3	Paper - III	EQUIPMENT & CANNULAE	100	50
4	Paper - IV	EXTRACORPOREAL TECHNOLOGY & PROCEDURES	100	50

(There shall be Institutional /College level theory examination as per university notification, marks to be send to University for internal assessment purposes of university examination)

## PAPER-I: APPLIED ANATOMY &amp; PHYSIOLOGY

Paper	Subject	Max. Marks	Min. Passing Marks
Paper - I	APPLIED ANATOMY & PHYSIOLOGY	100	50

The examination shall be of 100 marks with **Section – A: Anatomy** and **Section – B : Physiology**. The theory examination marks for Anatomy shall be 50 and for Physiology 50 marks respectively. There shall be two paper setters / evaluators, one from Anatomy and one from Physiology. Section- A, which will be set by 'anatomy examiner (50 marks) and Section-B, by Physiology (50 marks) examiner. Recognized teachers in Anatomy and Physiology with five years of experience shall be on the panel of examiners; 50% shall be the minimum passing marks.

The pattern of theory examination for each section (A and B) will be as under for **50 Max. Marks**.

No. and Type of Questions	Marks for each Question	Total Marks
05 Very short answer Questions <i>Answer to be given in 50-60 words</i>	02	20
03 Short answer Questions <i>Answer to be given in 250-300 words</i>	10	50
01 Essay type Questions <i>Answer to be given in 450-500 words</i>	15	30
Total Marks		100

**PAPER-II: PHARMACOLOGY, DISEASE & THEATER TECHNIQUES**

Paper	Subject	Max. Marks	Min. Passing Marks
Paper - II	PHARMACOLOGY, DISEASE & THEATER TECHNIQUES	100	50

The examination shall be of 100 marks and question paper will be set by Asst Prof. Cardiology or

Cardiothoracic surgery, who shall be on the panel of examiners, 50% shall be the minimum passing marks..

The pattern of University theory examination will be as under for 100 Max. Marks in question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions Answer to be given in 50-60 words	02	20
5 short answer Questions Answer to be given in 250-300 words	10	50
2 essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

**PAPER-III: EQUIPMENT & CANNULAE**

Paper	Subject	Max. Marks	Min. Passing Marks
Paper - III	EQUIPMENT & CANNULAE	100	50

The examination shall be of 100 marks and question paper will be set by qualified examiner Asst Prof. Cardiology or Cardiothoracic surgery who shall be on the panel of examiners of internal or external, 50% shall be the minimum passing marks

The pattern of University theory examination will be as under for 100 Max. Marks in question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions Answer to be given in 50-60 words	02	20

5 short answer Questions <i>Answer to be given in 250-300 words</i>	10	50
2 essay type Questions <i>Answer to be given in 450-500 words</i>	15	30
<b>Total Marks</b>		<b>100</b>

### PAPER-IV : EXTRACORPOREAL TECHNOLOGY & PROCEDURES

Paper	Subject	Max. Marks	Min. Passing
Paper - IV	EXTRACORPOREAL TECHNOLOGY & PROCEDURES	100	50

The examination shall be of 100 marks and question paper will be set by qualified examiner Prof. Cardiology or Cardiothoracic surgery, who shall be on the panel of examiners of internal or external, 50% shall be the minimum passing marks.

The pattern of University theory examination will be as under for 100 Max. Marks in each question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions <i>Answer to be given in 50-60 words</i>	02	20
5 short answer Questions <i>Answer to be given in 250-300 words</i>	10	50
2 essay type Questions <i>Answer to be given in 450-500 words</i>	15	30
<b>Total Marks</b>		<b>100</b>

**SCHEME OF EXAMINATION FOR 2nd Year (UNIVERSITY EXAMINATION) :**

There shall be University examination at the end of 2<sup>nd</sup> year curriculum for all Diploma courses

S.No.	Paper	Subject	Theory	Internal	Practical	Total
1	Paper - I	APPLIED ANATOMY &	100	100	100	300
2	Paper - II	PHARMACOLOGY, DISEASE & THEATER TECHNIQUES	100	100	100	300
3	Paper - III	EQUIPMENT & CANNULAE	100	100	100	300
4	Paper - IV	EXTRACORPOREAL TECHNOLOGY & PROCEDURES	100	100	100	300
<b>TOTAL</b>			<b>400</b>	<b>400</b>	<b>400</b>	<b>1200</b>

**PAPER-I: APPLIED ANATOMY & PHYSIOLOGY**

Paper	Subject	Theory	Internal	Practical	Total
Paper - I	APPLIED ANATOMY & PHYSIOLOGY	100	100	100	300

The examination shall be of 100 marks with **Section – A: Anatomy** and **Section – B : Physiology**. The theory examination marks for Anatomy shall be 50 and for Physiology 50 marks respectively. There shall be two paper setters / evaluators, one from Anatomy and one from Physiology. Section- A, which will be set by Anatomy examiner (50 marks) and Section-B, by Physiology (50 marks) examiner. Recognized teachers in Anatomy and Physiology with five years of experience shall be on the panel of examiners;

50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiner- one examiner of Anatomy and one of Physiology from the panel of University examiners.

There will be two section of **50 Max. Marks each section** and distribution pattern of marks for questions will be as under for theory examination of each Section i.e (A: Anatomy and B: Physiology) will be as under for **50 Max. Marks**

No. and Type of Questions	Marks for each Question	Total Marks
05 Very short answer Questions Answer to be given in 50-60 words	02	10
03 Short answer Questions Answer to be given in 250-300 words	08	24
01 Essay type Questions Answer to be given in 450-500 words	16	16
<b>Total Marks</b>		<b>50</b>

**PAPER-II : PHARMACOLOGY, DISEASE & THEATER TECHNIQUES**

Paper	Subject	Theory	Internal Assessment	Practical	Total
Paper - II	<b>PHARMACOLOGY, DISEAS &amp; THEATER TECHNIQUES</b>	100	100	100	300

The University theory examination shall be of 100 marks and question paper will be set by Astt. Professor, , who shall be on the panel of examiners, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiner (Astt. Professor, Biochemistry) - one internal Examiner ; from the institute /college and one from other college /institute of the university from the panel of University examiners.

The pattern of University theory examination will be as under for **100 Max. Marks in question paper** and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions Answer to be given in 50-60 words	02	20
5 short answer Questions Answer to be given in 250-300 words	10	50
2 essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

**PAPER-III : EQUIPMENT & CANNULAES**

Paper	Subject	Theory	Internal	Practical	Total
Paper - III	<b>EQUIPMENT &amp; CANNULAES</b>	100	100	100	300

The University theory examination shall be of 100 marks and question paper will be set by qualified examiner M.D. Pathology , who shall be on the panel of examiners, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiner M.D. Pathology - one internal Examiner ; from the institute /college and one from other college /institute of the university from the panel of University examiners.

The pattern of University theory examination will be as under for **100 Max. Marks in question paper** and distribution of marks for questions will be as under



No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions Answer to be given in 50-60 words	02	20
5 short answer Questions Answer to be given in 250-300 words	10	50
2 essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

**PAPER-IV : EXTRACORPOREAL TECHNOLOGY & PROCEDURES**

Paper	Subject	Theory	Internal	Practical	Total
Paper - IV	EXTRACORPOREAL TECHNOLOGY & PROCEDURES	100	100	100	300

The University theory examination shall be of 100 marks and question paper will be set by qualified examiner M.D. Pathology, who shall be on the panel of examiners of internal or external, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiner M.D. Pathology - one internal Examiner; from the institute/college and one from other college/institute of the university from the panel of University examiners.

The pattern of University theory examination will be as under for 100 Max. Marks in question paper and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each	Total Marks
10 very short answer Questions Answer to be given in 50-60 words	02	20
5 short answer Questions Answer to be given in 250-300 words	10	50
2 essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

SCHEME OF EXAMINATION: DIPLOMA IN OPTOMETRY AND REFRACTION  
FIRST YEAR DIPLOMA IN OPTOMETRY AND REFRACTION EXAMINATION

S. No.	Paper	Subject	Max. Marks	Min. Passing Marks
1	Paper - I	Anatomy & Physiology	100	50
2	Paper - II	Optics and refractions	100	50
3	Paper - III	Ocular Diseases and drugs	100	50
4	Paper - IV	Ophthalmic equipments and contact	100	50

(There shall be Institutional /College level theory examination as per university notification, marks to be send to University for internal assessment purposes of university examination)

SCHEME OF EXAMINATION FOR 2<sup>ND</sup> YEAR (UNIVERSITY EXAMINATION):

**DIPLOMA IN OPTOMETRY AND REFRACTION**

There shall be university examination at the end of 2<sup>nd</sup> year curriculum of  
DIPLOMA IN OPTOMETRY AND REFRACTION

S.No.	Paper	Subject	Theory	Internal	Practical	Total
1	Paper - I	Anatomy & Physiology	100	100	100	300
2	Paper - II	Optics and refractions	100	100	100	300
3	Paper - III	Ocular Diseases and	100	100	100	300
4	Paper - IV	Ophthalmic equipments	100	100	100	300
Total			400	400	400	1200

N.B.- 1. First year institutional /college level theory examination's awarded marks would be consider as Internal assessment marks and candidate have to get min. 50% marks in university theory examination in addition to Internal assessment marks i.e. 100 marks collectively for passing the examination.

2. University Practical examination of 100 max. marks is inclusive of viva and candidate should get separate 50% marks i.e. 50 marks to get pass.

2

## SCHEME OF EXAMINATION

## DIPLOMA IN OPTOMETRY AND REFRACTION

## PAPER-I: ANATOMY &amp; PHYSIOLOGY

Paper	Subject	Theory	Internal	Practical	Total
Paper - I	Anatomy & Physiology	100	100	100	300

## INSTRUCTION FOR THE PAPER SETTER

The University theory examination shall be of 100 marks and question paper will be set by qualified examiner MS Anatomy/MD Physiology, who shall be on the panel of examiners of internal or external, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which

would be counted in theory marks for passing university examination. For practical examination; there will be two examiner MS Anatomy/MD Physiology - one internal Examiner; from the institute

/college and one from other college /institute of the university from the panel of University examiners. The pattern of University theory examination will be as under for **100 Max. Marks in question**

**paper** and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each	Total Marks
<b>10</b> Very short answer Questions <i>Answer to be given in 50-60 words</i>	<b>02</b>	<b>20</b>
<b>05</b> Short answer Questions <i>Answer to be given in 250-300 words</i>	<b>10</b>	<b>50</b>
<b>02</b> Essay type Questions <i>Answer to be given in 450-500 words</i>	<b>15</b>	<b>30</b>
Total Marks		<b>100</b>

**INSTRUCTIONS FOR THE CANDIDATES:** Answer all questions only in required words.

There will be only 01 single answer sheet containing 40 pages and no additional sheets would be provided to the student.

**SCHEME OF EXAMINATION**  
**DIPLOMA IN OPTOMETRY AND REFRACTION**  
**PAPER- II: OPTICS AND REFRACTION**

**INSTRUCTION FOR THE PAPER SETTER**

Paper	Subject	Theory	Internal Assessment	Practical	Total
PAPER-II	Optics and Refraction	100	100	100	300

The University theory examination shall be of 100 marks and question paper will be set by qualified Examiner MS Ophthalmology, who shall be on the panel of examiners of internal or external, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiner MS Ophthalmology - one internal Examiner; from the institute /college and one from other college /institute of the university from the panel of University examiners.

The pattern of University theory examination will be as under for **100 Max. Marks in question paper** and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions Answer to be given in 50-60 words	02	20
5 short answer Questions Answer to be given in 250-300 words	10	50
2 essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

**INSTRUCTIONS FOR THE CANDIDATES: Answer all questions only in required words.**

There will be only 01 single answer sheet containing 40 pages and no additional sheets would be provided to the student.

## SCHEME OF EXAMINATION

DIPLOMA IN OPTOMETRY AND REFRACTIONPAPER- III: OCULAR DISEASES AND DRUGS

Paper	Subject	Theory	Internal	Practical	Total
PAPER- III	Ocular Diseases and Drugs	100	100	100	300

**INSTRUCTION FOR THE PAPER SETTER**

The University theory examination shall be of 100 marks and question paper will be set by qualified examiner MS Ophthalmology, who shall be on the panel of examiners of internal or external, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiner MS Ophthalmology - one internal Examiner; from the institute /college and one from other college /institute of the university from the panel of University examiners.

The pattern of University theory examination will be as under for **100 Max. Marks in question paper** and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
<b>10</b> very short answer Questions Answer to be given in 50-60 words	<b>02</b>	<b>20</b>
<b>5</b> short answer Questions Answer to be given in 250-300 words	<b>10</b>	<b>50</b>
<b>2</b> essay type Questions Answer to be given in 450-500 words	<b>15</b>	<b>30</b>
Total Marks		<b>100</b>

**INSTRUCTIONS FOR THE CANDIDATES: Answer all questions only in required words.**

There will be only 01 single answer sheet containing 40 pages and no additional sheets would be provided to the student.

## SCHEME OF EXAMINATION

## DIPLOMA IN OPTOMETRY AND REFRACTION

## PAPER- IV: OPHTHALMIC EQUIPMENTS AND CONTACT LENS

Paper	Subject	Theory	Internal	Practical	Total
PAPER- IV	OPHTHALMIC EQUIPMENTS AND CONTACT LENS	100	100	100	300

## INSTRUCTION FOR THE PAPER SETTER

The University theory examination shall be of 100 marks and question paper will be set by qualified Examiner MS Ophthalmology, who shall be on the panel of examiners of internal or external, 50% shall be the minimum passing marks. Internal assessment will be of 100 marks, which would be counted in theory marks for passing university examination. For practical examination; there will be two examiner MS Ophthalmology - one internal Examiner; from the institute /college and one from other college /institute of the university from the panel of University examiners.

The pattern of University theory examination will be as under for **100 Max. Marks in question paper** and distribution of marks for questions will be as under

No. and Type of Questions	Marks for each Question	Total Marks
10 very short answer Questions Answer to be given in 50-60 words	02	20
5 short answer Questions Answer to be given in 250-300 words	10	50
2 essay type Questions Answer to be given in 450-500 words	15	30
Total Marks		100

## INSTRUCTIONS FOR THE CANDIDATES: Answer all questions only in required words.

- There will be only 01 single answer sheet containing 40 pages and no additional sheets would be provided to the student.

## Ordinance No. 33

## DIPLOMA IN X-RAY TECHNICIAN (DXRT)

## 1.0 AIMS AND OBJECTIVES

## 1.1 AIMS

1.1.1 Acquisition of adequate theoretical and the practical knowledge and foundation in the basic Pre-clinical, Paraclinical and clinical medical subjects.

1.1.2 Proficiency in the diagnosis and skills of basic radiography procedures and techniques with adequate theoretical basis and rationale of allied sciences.

1.1.3 To detect and evaluate the anatomical, physiological, radiological impairments, resulting in dysfunction of various age groups & occupation; as well as epidemiological features in the population & arrive at appropriate diagnosis.

1.1.4 To understand the rationale & basic investigative approach to the medical system and surgical intervention regimens & accordingly plan & implement specific radio therapeutic measures effectively.

1.1.5 To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Radiographers

1.1.6 To practice Moral and Ethical values and Evidence Based Practices with regard to Radiology.

## 1.2 OBJECTIVES

The Objective of the course which is complementary to medicine shall be to allow the students.

1.2.1 To acquire adequate theoretical & practical knowledge in the basic medical

subjects.

1.2.2 To impart radiography & Diagnostic procedures with adequate theoretical & practical base.

1.2.3 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.

1.2.4 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.

1.2.5 To impart competency in Radiography measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care settings.

1.2.6 To develop • professional autonomy through independent physical diagnosis and prescription as a Radiographer for all Radiography related referrals and/ or primary clients.

1.2.7 To endorse Radiographic moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.

1.2.8 To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of Radiography.

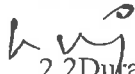
1.2.9 To introduce the students to the fundamentals of radiography & Diagnostic Research activities.

1.2.10 To teach every aspect of National policies on health and devote himself/ herself to its practical implementation.

## 2.0 COURSE STRUCTURE

2.1 The Diploma in X-Ray Technician of 2 years (two academic years) course here in after called 2 year diploma course shall be designated as Diploma in X-Ray Technician

in short DXRT.



2.2 Duration of the course: The Diploma in X-Ray Technician



in short (DXRT) is a two Year regular diploma course, named below:

- i. DXRT - I year
- ii. DXRT - II year

2.3 Each academic year shall consist of 240 teaching days.

2.5 The Student admitted in DXRT course shall have to complete the course within the maximum permissible duration of 4 years, from the date of admission.

### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

3.1 Admission to the First year in Diploma in X-Ray Technician course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by recognized Board/Council/University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed to 40%

3.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the concerned academic session.

3.4 Selection Criteria: The admission in DXRT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

3.5 On admission, every candidate shall have to get fitness certificate from Chirayu Hospital, for physical fitness.

### 4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of November of every academic year.

### 5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment of academic growth of the student shall be done on the basis of Two Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year). The medium of Instruction and Examination shall be English throughout the course of the study.

#### 5.1 Attendance

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

5.2 Sessional Examinations Two Sessional Examination shall be conducted for each subject,

separately for theory and practical.

5.3 Internal Assessment The internal assessment for each subject (in Theory and Practical

of each academic year shall carry 100 marks.

5.4 University Examination; Theory & Practical

#### 5.4.1 Written Examination

a. The Main Examination shall be held on yearly basis for all the Two years respectively.

b. There shall be 2 University Examination in a year:

Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

5.5 Appointment of the Examiners/ Question Paper Setters The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall be Assistant Professor with: 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification- in the concerned, subject with minimum 3 years-teaching experience.

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal Cum-convenor examiner for the examinations.

5.6 Criteria for Passing In each subject head (Theory and Practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Viva Voce plus Internal Assessment and Practical us Internal Assessment examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The student shall carry two subjects from first year to second year, second year to third year and must pass in the fail subjects before appearing the next year examination.

5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.

There shall be Divisions as follows:

Distinction : 75% and above of grand total marks in First attempt.

First Division : >60% and <75% of grand total marks in First attempt.

Second Division : >50% and <60% of grand total marks in First attempt.

Distinction in Individual subject : >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

#### 6.0 REVALUATION / RE-TOTALING

6.1 Student may apply for Re-evaluation and/or Re totalling of the answers sheet of the appeared subjects; post result for any doubt in the marks obtained on the following criteria:

6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University.

#### 8.0 CANCELLATION OF ADMISSION

8.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

8.1.1 He/She is not found qualified as per MP Paramedical Council norms University and guidelines or the eligibility criteria prescribed by the

8.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

8.1.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus.

## 9.0 SCHEME OF COURSE / EXAMINATION

### 9.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min.Hrs.	Practical Min.Hrs.	Clinical/ Lab Posting	Total Hrs.
<b><u>FIRST YEAR</u></b>				
Anatomy and Physiology of Human Body – Part -I	50	-	-	50
Radiography-1: Basic Physics, Equipments of Radio diagnostic Radiography	50	60	60	170
Radiography-2: Hospital Practice & Care of Patient	30	15	15	60
Radiography-3: Diagnostic Radiography & Radiographic Technique	25	30	30	85
<b><u>SECOND YEAR</u></b>				
Anatomy and Physiology of Human Body – Part -I	50	40	-	90
Radiography-1: Basic Physics, Equipments of Radio diagnostic Radiography	40	20	20	80
Radiography-2: Hospital Practice & Care of Patient	30	20	30	80
Radiography-3: Diagnostic Radiography & Radiographic Technique	40	20	40	100

## 9.2 Question Paper Pattern

The subject having Section A section B and section C with max 100 marks Each Section A,B,C, have the following Pattern		
Question type	No.of Question	Total marks
Vert short answer type	10	2X10 =20
short answer type	5	5X10=50
Long answer type	2	2X15=30

## 9.3 Scheme of Examination

DXRT Ist Year								
S.No	Subject	Theory				Practical		Total Marks
		written	Internal	Max	Min.	Max	Min.	
1	Anatomy and Physiology of Human Body - Part - I	100	100	200	100	100	50	300
2	Radiography-1: Basic Physics,  Equipments of Radio diagnostic  Radiography	100	100	200	100	100	50	300
3	Radiography-2:Hospital Practice &  Care of Patient	100	100	200	100	100	50	300
4	Radiography-3:Diagnostic  Radiography & Radiographic Technique	100	100	200	100	100	50	300

DXRT IInd Year								
S.No	Subject	Theory				Practical		Total Marks
		written	Internal	Max	Min.	Max.	Min.	
1	Anatomy and Physiology of Human Body – Part - I	100	100	200	100	100	50	300
2	Radiography-1: Basic Physics,  Equipments of Radio diagnostic  Radiography	100	100	200	100	100	50	300
3	Radiography- 2:Hospital Practice &  Care of Patient	100	100	200	100	100	50	300
4	Radiography- 3:Diagnostic  Radiography & Radiographic Technique	100	100	200	100	100	50	300

ORDINANCE - 34  
MASTER'S DEGREE IN MEDICAL LAB  
TECHNOLOGY (MMLT) In  
(MEDICAL HEMATOLOGY/ MEDICAL HISTOPATHOLOGY/  
MEDICAL MICROBIOLOGY/ MEDICAL BIOCHEMISTRY)

**1) PROMULGATION**

The Degree of Master's in Medical Lab Technology (MMLT) shall be conferred upon a candidate who has pursued a course of not less than two years of academic session, in an affiliated and recognized teaching institute as a regular candidate and who has passed two years theory and practical examinations with regular attendance in theory, practical and clinical classes are mandatory (As per university rules) .

**2) NOMENCLATURE**

MASTER'S IN MEDICAL LAB TECHNOLOGY (MMLT)

- a) MEDICAL HEMATOLOGY
- b) MEDICAL HISTOPATHOLOGY
- c) MEDICAL MICROBIOLOGY
- d) MEDICAL BIOCHEMISTRY

**3) ELIGIBILITY FOR ADMISSION**

For admission candidate should have passed full time regular Bachelor's in Medical Laboratory Technology (BMLT) from any recognized university with minimum 50% aggregate. In case of SC/ST/OBC students the relaxation of the eligibility percentage for the admission will be as per the Madhya Pradesh state Government rules.

Admission to the course will be as per the performance of the student in the entrance examination; however the student should have minimum 50% aggregate in BMLT for appearing in the entrance exam.

**4) DURATION OF COURSE**

The duration of the certified study for the Master's in Medical Lab Technology (MMLT) shall be full time regular course and its duration shall extend over a period of two continuous academic Years on a full time basis for the award of the degree.



The student for the award of the MMLT degree shall have to qualify in all papers prescribed for the MMLT course within a period of FOUR years from the date he/she joined the course.

#### **5) MEDIUM OF INSTRUCTION:-**

Hindi/English will be the medium of instruction for the subjects of study and for the examination of the MMLT course.

#### **6) ATTENDANCE REQUIREMENT FOR EXAMINATION**

A candidate is required to attend a minimum of 80% of training and of the total classes conducted during each academic year of the MMLT course. Provided further, leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% of training period every year. Any student who fails to complete the course in this manner shall not be permitted to appear the University Examinations. A candidate who does not satisfy the requirement of attendance even in one subject or more will not be permitted to appear for University Examination. He / She will be required to make up the deficit in attendance to become eligible to take subsequent examination

#### **7) DISSERTATION/THESIS**

Every candidate pursuing MMLT degree course is required to carry out work on a selected research Project under the guidance of a recognized postgraduate teacher. The results of such a work shall be submitted in the form of dissertation. The dissertation is aimed to train a graduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis search and review of literature getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and comparison of results and drawing conclusions. Every candidate shall submit to the Registrar of university in the prescribed Performa a synopsis containing particulars of proposed dissertation work within 4 months from the date of commencement of the course on or before the dates notified by the university. The synopsis shall be sent through the proper channel. Such synopsis will be reviewed and the university will register the dissertation topic. All the synopses of Dissertation have to be approved by the Institutional Ethical Committee. No change in the dissertation topic or guide shall be made without prior approval of the university. Guide will be only a facilitator, advisor of the concept and hold responsible in correctly directing the candidate in the methodology and not responsible for the outcome and results.

The dissertation should be written under the following headings.

1. Introduction
2. Aims or objectives of study
3. Review of literature
4. Material and methods
5. Results
6. Discussion
7. Conclusion
8. References
9. Appendices

The written text of dissertation shall not be less than 50 pages and shall not exceed 100 pages excluding references, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8.27" x 11.69" and bound properly. Spiral binding should be avoided. The guide, head of the department and head of the institution shall certify the dissertation.

Four copies of dissertation thus prepared shall be submitted to the Registrar (Evaluation), three months before final examination on or before the dates notified by the university.

The examiners appointed by the university shall value the dissertation. Approval of dissertation work is an essential precondition for a candidate to appear in the university examination. The dissertation shall be valued by the evaluator (Examiners) apart from the guide out of which one is external outside the institution zone of university / from other college of the same university. Evaluator acceptance other than the guide will be considered as a precondition for eligibility to take.

## SCHEME OF EXAMINATION

## MMLT-I YEAR (Common for all Specializations)

Institutional examination as per university notification

Institutional Examination as per university notification									
S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MIN I		VIVA		
		I	II						
1.	Medical Hematology (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
2.	Medical Histopathology (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
3.	Medical Microbiology (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
4.	Medical Biochemistry (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
5.	Molecular Biology and Applied Genetics	70	30	100	50	-	-	-	-
6.	Instrumentation, Biostatistics, Clinical Pathology & Miscellaneous	70	30	100	50	-	-	-	-
Total Max. Marks				600				400	

N.B.- There shall be institutional/ college level examination as per university notification, marks to be send to university .

## MMLT-II YEAR= SPECIALIZATION: MEDICAL HEMATOLOGY

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Hematology -I	70	30	100	50	60	40	100	50
2.	Medical Hematology -II	70	30	100	50				
3.	Medical Hematology -III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**SPECIALIZATION: MEDICAL HISTOPATHOLOGY**

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Microbiology-I	70	30	100	50	60	40	100	50
2.	Medical Microbiology -II	70	30	100	50				
3.	Medical Microbiology-III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**SPECIALIZATION: MEDICAL MICROBIOLOGY**

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Histopathology -I	70	30	100	50	60	40	100	50
2.	Medical Histopathology -II	70	30	100	50				
3.	Medical Histopathology -III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**SPECIALIZATION: MEDICAL BIOCHEMISTRY**

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Biochemistry-I	70	30	100	50	60	40	100	50
2.	Medical Biochemistry - II	70	30	100	50				
3.	Medical Biochemistry - III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**8. Passing Marks of Examination:**

The passing marks of examination would be 50% for each subject and also in total marks obtained. The candidate has to pass in theory and practical examination separately. For theory paper the internal assessment marks and theory examination marks will be counted.

The candidate should pass separately in two heads i.e in Theory and also in Practical (with 50% marks). The candidate has to pass separately in each subject in internal assessment examination (with 50% marks) in order to be eligible to appear in university examinations.

The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks". Regarding Grace Marks it was decided that total weightage of grace marks would be 5 (five), and that grace marks can be split between the subjects. There will not be any grace marks for the Practical examination. Grace marks will not be added to total marks of the candidate. In Supplementary examination also similar pattern of grace marks will be followed.

9. After completion of two academic years of studies he shall not have any privileges of a regular student.

10. Successful candidate who obtain 60% or more of the aggregate marks in Part-I and Part- II examination taken together shall be placed in the first division and those who obtain 50% or more but less than 60% shall be placed in the second division.

11. A successful candidate of the MMLT Part-I and Part- II examination shall be awarded degree in following nomenclature:

MMLT in MEDICAL HEMATOLOGY  
MMLT in MEDICAL HISTOPATHOLOGY  
MMLT in MEDICAL MICROBIOLOGY  
MMLT in MEDICAL BIOCHEMISTRY

**SCHEME OF EXAMINATION FOR MMLT COURSE MMLT-II YEAR  
SPECIALIZATION: MEDICAL HEMATOLOGY**

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Hematology -I	70	30	100	50	60	40	100	50
2.	Medical Hematology -II	70	30	100	50				
3.	Medical Hematology -III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
<b>Total Max. Marks</b>				<b>300</b>		<b>Total Max. Marks</b>		<b>200</b>	

Pattern of Examination (Theory) for Maximum Marks: 70 will be as under for all papers in MMLT- II Year

No. and Type of Questions	Marks for each Question	Total Marks
5 Very short answer Questions; <i>Answer to be given in 50-60 words</i>	02	10
3 Short answer Questions; <i>Answer to be given in 250-300 words</i>	10	30
2 Essay type Questions; <i>Answer to be given in 450-500 words</i>	15	30
<b>Total Marks</b>		<b>70</b>

**SPECIALIZATION: MEDICAL HISTOPATHOLOGY**

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Histopathology -I	70	30	100	50	60	40	100	50
2.	Medical Histopathology -II	70	30	100	50				
3.	Medical Histopathology -III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
<b>Total Max. Marks</b>				<b>300</b>		<b>Total Max. Marks</b>		<b>200</b>	

Pattern of Examination (Theory) for Maximum Marks: 70 will be as under for all papers in MMLT- II Year

No. and Type of Questions	Marks for each Question	Total Marks
5 Very short answer Questions; <i>Answer to be given in 50-60 words</i>	02	10
3 Short answer Questions; <i>Answer to be given in 250-300 words</i>	10	30
2 Essay type Questions; <i>Answer to be given in 450-500 words</i>	15	30
<b>Total Marks</b>		<b>70</b>

**SPECIALIZATION: MEDICAL MICROBIOLOGY**

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Microbiology-I	70	30	100	50	60	40	100	50
2.	Medical Microbiology -II	70	30	100	50				
3.	Medical Microbiology-III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
<b>Total Max. Marks</b>				<b>300</b>		<b>Total Max. Marks</b>		<b>200</b>	

Pattern of Examination (Theory) for Maximum Marks: 70 will be as under for all papers in MMLT- II Year

<b>No. and Type of Questions</b>	<b>Marks for each Question</b>	<b>Total Marks</b>
<b>5</b> Very short answer Questions; <i>Answer to be given in 50-60 words</i>	<b>02</b>	<b>10</b>
<b>3</b> Short answer Questions; <i>Answer to be given in 250-300 words</i>	<b>10</b>	<b>30</b>
<b>2</b> Essay type Questions; <i>Answer to be given in 450-500 words</i>	<b>15</b>	<b>30</b>
<b>Total Marks</b>		<b>70</b>

S.No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
1.	Medical Biochemistry-I	70	30	100	50	60	40	100	50
2.	Medical Biochemistry - II	70	30	100	50				
3.	Medical Biochemistry - III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

Pattern of Examination (Theory) for Maximum Marks: 70 will be as under for all papers in MMLT- II Year

No. and Type of Questions	Marks for each	Total Marks
<b>5</b> Very short answer Questions; <i>Answer to be given in 50-60 words</i>	<b>02</b>	<b>10</b>
<b>3</b> Short answer Questions; <i>Answer to be given in 250-300 words</i>	<b>10</b>	<b>30</b>
<b>2</b> Essay type Questions; <i>Answer to be given in 450-500 words</i>	<b>15</b>	<b>30</b>
Total Marks		<b>70</b>



**ORDINANCE NO. 35****Master of Hospital Administration (MHA)  
2 Years Masters Degree Course****1.0 AIM & OBJECTIVES:**

Chirayu University is committed to contribute Nation building by producing future Manager – Leaders who will lead India's quest to be a world superpower. With the mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbining ethical values and building their self confidence, the **Master of Hospital Administration** programme has the following Aims and Objectives.

**1.1 AIM:**

To produce competent hospital administrators who will be full of self confidence, have high managerial skills, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES:**

1.2.1 To impart hospital management education for creating competent healthcare management professionals.

1.2.2 To promote a yearning for creativity, entrepreneurship and research.

1.2.3 To establish synergistic relationships with the industry and society.

1.2.4 To help students become ethical and self confident human beings genuinely interested in serving the nation.

**2.0 APPLICABILITY:**

This ordinance shall apply to the programme and courses leading to the award of the degree of  
**MASTER OF HOSPITAL ADMINISTRATION.**

**3.0 DEFINITIONS:**

3.1 Academic Programme shall mean a programme of courses and/or any other components leading to a Master's degree in Hospital Administration.

3.2 Subject or Course shall mean an academic programme and/or component of the Teaching & Evaluation Scheme that has been assigned a distinctive code and that has a weightage of certain marks and specific credits assigned to it. It can be a theory course, practical, project or viva voce. It may have internal and/or external evaluation.

3.3 University shall mean Chirayu University, Bhopal, Madhya Pradesh.

3.4 Semester System - A programme wherein each academic year is apportioned into two parts known as semesters.

3.5 Student shall mean a person admitted and enrolled for a programme in the Institute/ School of the University.

3.6 External Examiner shall mean an examiner who is not in the employment of the University.

#### **4.0 ADMISSION:**

4.1 Eligibility: Admission to MASTER OF HOSPITAL ADMINISTRATION Programme is open to a candidate who holds a Bachelor Degree (Minimum 3 years Programme) or Post Graduate Degree of the University or of any other University recognized as equivalent thereto by the University with minimum 50 % marks.

4.2 Merit shall be prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.

4.3 The last date for admission will be as notified by the University.

4.4 Seat Intake: As per approval of regulatory body.

4.5 Reservation: As per the rules and regulations of the apex council..

#### **5.0 DURATION:**

5.1 MASTER OF HOSPITAL ADMINISTRATION shall be a fulltime postgraduate degree programme of two academic years (I.e. four semesters) commencing in July-August every year.

5.2 The maximum period for completion of MASTER OF HOSPITAL ADMINISTRATION Programme shall be five years from the date of commencement of the Programme,

#### **6.0 MEDIUM OF INSTRUCTION:**

6.1. English shall be the medium of instruction and examination / dissertation.

#### **7.0 ATTENDANCE:**

7.1 A student who has 75% or more attendance in each theory/ practical paper in a semester shall be eligible to appear in university examination.

#### **8.0 EVALUATION:**

8.1 The performance of students shall be evaluated through internal assessment, assignment, project work, field survey, viva voce, semester university examinations etc. as required as per the Teaching & Evaluation Scheme.

8.2 Students falling In one/more subjects In a semester examination shall be permitted to reappear in concerned subjects in subsequent semester examinations.

8.3 **Re-totaling/ Revaluation:** Re-totaling of permitted for theory papers of marks and revaluation of answer sheets is university examination only. The University, on application within stipulated time and remittance of prescribed fees, shall permit a recounting of marks and/or revaluation for the subjects applied. Re-totaling and revaluation shall be done by a qualified examiner other than the first evaluator. While Re-totaling is permitted in all the papers, revaluation shall be allowed In any 2 theory papers only.

8.4 **University Examiner:** An examiner/paper setter/ evaluator/ re-evaluator or practical/project work/viva-voce examiner should be an Assistant Professor/ Associate Professor or Professor of the University or of any equivalent. institution affiliated to any university with a minimum of 3 years teaching experience in the

subject area. At least 50% of the examiners should be external examiners. The Practical/ Viva voce Examiner shall be appointed by the University from a panel submitted by the Dean-Faculty. The Internal assessment shall be done by respective subject teachers. The Internal Examiner, where required, shall be appointed by the Head of the Institution.

**8.5 Residency:** Candidates shall undergo Residency in Hospitals during first and second semesters submit a report thereon along with a certificate obtained from the concerned hospitals, at the end of each semester. The Residency in Hospitals carries 200 marks each in each of the first and second semesters, to be awarded Internally, by a committee consisting of the course coordinator and two senior faculty members of the Institution.

**8.6 Visits to Hospitals:** Candidates shall have to and submit a report thereon along with a go for Hospital visits local and/or outstation submit a report thereon along with a certificate obtained from the concerned hospitals during the Third semester. Visits to Hospitals carries 100 marks to be awarded Internally, by a committee consisting of the course coordinator and two senior faculty members of the Institution.

**8.7 Project Report and Viva Voce:** The purpose of the project work is primarily to demonstrate the knowledge and skills in studying and analyzing a selected problem in the work situation, in a systematic manner while suggesting solution to the management of the hospital.

It is desirable that the sponsoring organization has to identify the area of project work at the beginning of the project.

Each student is required to study the problem under the guidance of a faculty member of the Institution. The completed project report should be submitted to the University/College within 30 days before the commencement of IV semester examinations. The Project Report together with Viva Voce carries 200 marks.

#### 9.0 PROMOTION:

9.1. A student will be promoted to the higher semester only if he/she has been registered in previous semester examination.

9.2. A student will be "Allowed to Keep the Term" (ATKT) Irrespective of the number of subjects that he/she falls in, but he/she must pass all semesters within 5 years as per Clause 5.2.

#### 10.0 CRITERIA FOR PASSING:

10.1 To pass a particular subject minimum D grade (35% Marks Internal Assessment and University Exam taken together) is required.

10.2 Minimum Cumulative Grade Point Average (CGPA) of 4.0 is essential for award of degree.

10.3 Students desiring to Improve their percentage of marks (CGPA) shall be allowed to do so by appearing in maximum of four theory papers, subject to Clause 5.2.

#### 11.0 GRADING SYSTEM:

11.1. A student shall be awarded Grade in each subject/paper based on his/her evaluation of performance in Internal Assessment and University examinations. Grades and their numerical equivalents shall be as under.

11.2. Table A

GRADE	GRADE POINTS	% OF MARKS	Description of Performance
A+	10	91-100	Outstanding
A	9	81-90	Excellent
B+	8	71-80	Very Good
B	7	61-70	Good
C+	6	51-60	Average
C	5	41-50	Satisfactory
D	4	35-45	Pass
F	0	BELOW 35	Fail

No rounding off is allowed.

11.3. Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:

- i. **SGPA** is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$SGPA = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where **ci** is the number of credits offered in the **i<sup>th</sup>** subject of a semester for which SGPA is to be calculated, **pi** is the corresponding Grade Point (GP) earned in the **i<sup>th</sup>** subject, where **i= 1,2 .....n** are the number of subjects in that semester.

- ii. **CGPA** is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$CGPA = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where **NCj** is the number of total credits offered in the **J<sup>th</sup>** semester, **SGj** is the SGPA earned in the **J<sup>th</sup>** semester, where **j=1, 2 ..... m** are the number of semesters in that course.

11.4. Marks sheet, issued at the end of each semester, shall indicate SGPA of that semester. Final Marks sheet, Issued at the end of final semester of the programme shall also indicate CGPA and/or Equivalent Percentage Marks.

11.5. Conversion from grade to an equivalent percentage in a given academic program shall be according to following formula:

$$\% \text{ Score} = \text{CGPA} \times 10$$

12.0 The merit shall be declared by the University after the main examination of the final semester. The merit list shall consist of the first five students securing the highest CGPA in the first attempt.

13.0 **AWARD OF DEGREE:** A student who secures a minimum D grade in all the papers in the four semesters with an aggregate CGPA of 4.0 shall be eligible for the award of the degree of "**MASTER OF HOSPITAL ADMINISTRATION**",

14.0 **CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

14.1. At any stage, If student is not found qualified, for the Programme, as per government norms/ guidelines or the eligibility criteria prescribed by the University.

14.2. Failing to complete the programme within five years of commencement of the programme.

14.3. Involvement in gross indiscipline in the Institute / University.

14.4. She/he is found to have produced false/ forged documents or found to have used unfair means to secure admission.

ORDINANCE NO. 36**MASTER OF BUSINESS ADMINISTRATION (M.B.A.)  
2-YEARS MASTER DEGREE IN MANAGEMENT**

- 1) Title of the Degree – Master of Business Administration (MBA)
- 2) Name of Faculty / School – Faculty of Management & Commerce / School of Management Studies.
- 3) Course Applicability –

**3.1) Master of Business Administration (MBA)** Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.

**3.2)** The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.

**3.3)** The Degree will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University as per the norms of the concerned regulatory authority.

- 4) Course Name – MBA(Full Time)

**4.1) Duration** -Two years (Four semesters)- for Regular Course.

- 4.2) Eligibility for Admission :**

Candidate who have passed the duly recognized following examination:-

- i) Passed Bachelor Degree of minimum 3 years duration.
- ii) Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category)/ or equivalent in the qualifying examination from recognized university.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade with in time limit specified by Govt of MP..

- 5) Admission Procedure –

The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counselling or the University may also use the score card of various competitive entrance test/examination results of various Institute/Board/University/other Professional Bodies/Organizations or any other mode as decided by the AICTE/UGC/other relevant Regulatory Bodies from time to time.

**6) Specialization Distribution–**

Admission to a particular stream/ specialization of MBA Course/ Programme shall be decided by the University on the basis of either merit or counseling or personal interview. Details of the process will be announced well in advance.

**7) Number of Seats/Intake–**

The Intake for each of these courses shall be decided by the University as per guidelines of AICTE/ concerned regulatory body.

**8) Course Structure–**

The Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council. The directives of the regulatory bodies will be followed

**9) Maximum Duration of Completion of Course–**

A candidate has to complete the entire course of MBA Degree ordinarily within a maximum period of Four years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

**10) Commencement–**

- i. Each academic year shall comprise of 2 semesters.
- ii. odd semesters (I and III) shall commence during the period of July- December every year while even semesters (II and IV) shall commence during the period of January - June every year.
- iii. Each semester shall be spread over not less than 90 teaching days.

**11) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at

the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.

- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. Cancellation and refund of fees will be as per directive of the state govt./regulatory authorities.

**12) Medium of Instruction—**

The medium of instruction and examination shall be English.

**13) Attendance—**

- i. Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.
- ii. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

**14) Examination—**

- i. Examinations will consist of two components internal and external. Internal component will be contains three test (best two be considered). The third test includes assignments/projects/field work etc. are assigned by the facultyconcern. External component will be end semester examination consist of questions/ practical/cases etc as per specified in syllabus.

**15) Eligibility for Degree—Eligibility for Award of the M.B.A.Degree.**

A student shall be declared to be eligible for award of the Degree with various specializations if he/ she has:

- i. Registered and successfully completed internal & external component of all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc, whichever applicable..
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/ her study within the stipulated time, where ever applicable.

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- iii. Earned the specified credits in all the categories of subjects if applicable
- iv. Secured a minimum CGPA of 5.0 in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the university.

**16) General Instruction--**

- i. The admission to all kinds of **MBA** Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ AICTE/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc, shall be in accordance with the Rules/Directives of UGC/AICTE/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, decision of vice chancellor of the university shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
- iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.

- 17)** The various specializations in the **MBA** programmes shall include Advertising and Public Relation, Agribusiness and Plantation Management, Agribusiness Management, Agricultural Export and Business Management , Airport Management, Apparels, Artificial Intelligence and Data Science, Aviation Management, Banking and Finance Management, Banking and Financial Services, Big Data Analytics, Biotechnology, Business Administration, Business Analytics, Business and Corporate Law, Business Design and Innovation, Business Economics, Business Management, Communications, Consultancy Management, Corporate Social Responsibility, Cyber Law, Design Thinking, Dietetics, Digital Marketing, E- Business Management, Energy Management, Entrepreneurship, Environmental Management, Event Management, Export and Import Management, Family Managed Business, Fashion Technology, Fashion Management, Finance, Finance Marketing and Human Resource Management, Financial Administration, Financial Management, Financial Services, Fintech, Food Processing and Business Management, Foreign Trade, Forestry Management, Geo Spatial Technology Application in Rural Development, Government Accounting and Internal Audit, Health Care Administration, Health

Care and Hospital Management, Healthcare Management, Heritage Management, Hospital Administration, Hospital Management, Hospitality Management, Human Resource Development, Human Resource Development and Management, Human Resource Management, Industrial Safety and Environmental Management, Information Communication Technology in Securities Market, Information Management, Information Technology, Information Technology and Systems Management, Infrastructure Management, Innovation, Entrepreneurship and Venture Development (IEV), Insurance and Risk Management, International Business, International Trade Management, Jute Technology and Management, Law, Logistics and Supply Chain Management, Management, Manufacturing Management, Marketing and Sales Management, Marketing Management, Mass Communication, Materials Management, Media and Entertainment, Operations Management, Personnel Administration, Pharmaceutical Management, Project Management, Public Policy and Management, Public Systems, Real Estate Management, Retail & Fashion Merchandise, Retail Management, Rural Management, Securities Market, Services Management, Shipping and Logistics Management, Social Enterprise Management, Sports Management, Sustainability Management, Technology Management, Telecom Management, Textile Management, Tourism Management, Transport Economics and Management, Travel and Tourism, Tribal Development, Waste Management and Social Entrepreneurship, Fire Safety & Hazards Management, Fire Safety & Disaster Management, Health-Safety and Environment Management, Construction Safety Management, Fire And Safety Management, Disaster Management, Security Service Management, Hotel Management, Accommodation Operations & Management, Agri-Business Management, Water Sports Management, Tourism & Hospitality Management, Education Management, Adventure Management, Entrepreneurship. etc.

- 18) The list of various specializations of "MBA" courses shall include the current courses/programme as well as proposed in future. However, all MBA programmes with various specializations at present & in future shall run and be governed by this ordinance.
- 19) These programmes are offered in regular mode by the **Faculty of Management & Commerce Studies/ School of Management Studies**, by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.

भोपाल, दिनांक 6 सितम्बर 2023

क्र. आर-101-सीसी-23-अड़तीस.- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 (1) के अनुक्रम में प्रेस्टिज निजी विश्वविद्यालय, इन्दौर के प्रथम अध्यादेश क्रमांक 1 से 30 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा (35) अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्रमांक 1 से 30

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
वीरन सिंह भलावी, अवर सचिव.

## PRESTIGE UNIVERSITY, INDORE

### LIST OF ORDINANCES

S. No.	Ordinance No.	Name of the Ordinance
01	Ordinance 01	Short Title Scope and Commencement
02	Ordinance 02	Faculty, School/Department and Courses offered by the University
03	Ordinance 03	Admission of Students/ Enrollment/ Migration
04	Ordinance 04	University Fellowships, Scholarships, Stipends, Medals & Prizes
05	Ordinance 05	Ordinance for three years/ four years undergraduate degree (CBCS Semester Mode)
06	Ordinance 06	Curriculum Structure and Credit Related Regulations - PG / Technical Programmes
07	Ordinance 07	Conduct of Examination
08	Ordinance 08	Residence of Students
09	Ordinance 09	Disciplinary Action against Students and Code of Conduct
10	Ordinance 10	Memorandum of understanding (MOU) with national / international/ public / private organizations
11	Ordinance 11	Master of Business Administration (MBA)
12	Ordinance 12	Integrated Dual Degree Management Program- IMP (BBA + MBA)
13	Ordinance 13	Master of Business Administration (MBA-Executive)
14	Ordinance 14	Bachelor of Business Administration (B.B.A.)
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S. No.	Ordinance No.	Name of the Ordinance
16	Ordinance 16	Bachelor of Arts (B.A.)
17	Ordinance 17	Master of Arts (M.A.)
18	Ordinance 18	Bachelor of Commerce (B.Com.)
19	Ordinance 19	Master of Commerce (M.Com.)
20	Ordinance 20	Bachelor of Science (B.Sc.)
21	Ordinance 21	Master of Science (M.Sc.)
22	Ordinance 22	Integrated Dual Degree Program B.Sc. + M.Sc.
23	Ordinance 23	Bachelor of Design (B. Des.)
24	Ordinance 24	Masters of Design (M. Des.)
25	Ordinance 25	Bachelor of Technology (B. Tech)
26	Ordinance 26	Master of Technology (M.Tech)
27	Ordinance 27	Integrated Dual Degree Program - B. Tech + M. Tech
28	Ordinance 28	Bachelor of Pharmacy Program (B.Pharm.)
29	Ordinance 29	Masters in Pharmacy Program (M.Pharm.)
30	Ordinance 30	Doctor of Pharmacy Program (Pharm. D.)

## Prestige University, Indore

### Preamble:

In accordance with the provisions contained in the Section 28 of Madhya Pradesh, Niji Vishwavidyalay (Sthapna Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007), the First Ordinances of the Prestige University, Ujjain-Indore Road, Indore, Madhya Pradesh are framed in conformity with the various provisions of Section 28.

### Ordinance No. 1

#### Short Title Scope and Commencement

- 1.1. The "Ordinances" means the Ordinances of Prestige University, Ujjain-Indore Road, Indore, Madhya Pradesh hereinafter referred to as "The University".
- 1.2. These Ordinances shall come into force with effect from the date of notification in the State Gazette by State Government of Madhya Pradesh.
- 1.3. The Ordinances are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalay (Sthapna Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007). If there be any difference in the provisions of the Act or the Rules and the Ordinances, the provisions of the Act or the rules made thereunder shall prevail.
- 1.4. Nothing in these Ordinances shall be deemed to debar the University from amending the Ordinances subsequently according to the provision of Section 29 of the Act, and the amended Ordinances, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.
- 1.5. In relation to these Ordinances, any amendment directed to the University by the UGC or under NEP 2020, Central Government, State Government and by any regulatory body or MPPURC, such amendment will be deemed to be made applicable

**Ordinance No. 2****Faculty, School/Departments and Courses offered the University**

- 2.1. The University shall offer Faculty mentioned in column (2), School mentioned in column (3) and Programs mentioned in column (4) in the table below:

S. No.	Faculty	School	Program(s)
(1)	(2)	(3)	(4)
1	Faculty of Management	School of Management	Bachelor of Business Administration / Masters of Business Administration / MBA (Executive)/ Integrated Dual Degree/Ph.D.
2	Faculty of Arts	School of Liberal Arts and Humanities	Bachelor of Arts/ Masters of Arts/ Ph.D.
		School of Economics	Bachelor of Arts/ Masters of Arts/ Ph.D.
		School of Journalism and Mass Communication	Bachelor of Arts/ Masters of Arts/ Ph.D.
3	Faculty of Engineering	School of Computer Science	B. Tech/ M. Tech/ Integrated Dual Degree/ Ph.D.

	and Technology	School of Sciences	Bachelor of Science/ Master of Science/ Integrated Dual Degree/ Ph. D.
		School of Information Technology	B. Tech./ M. Tech./ Integrated Dual Degree/ Ph.D.
4	Faculty of Commerce	School of Commerce	Bachelor of Commerce/ Master of Commerce/ Ph. D.
5	Faculty of Design	School of Design & Applied Art	Bachelor of Design/ Master of Design
6	Faculty of Pharmacy	School of Pharmacy	B. Pharmacy/ M. Pharmacy/ Pharm. D.

The University shall also have the following constituents:

1. A 'School of Interdisciplinary Sciences' which shall offer various courses and programs which are interdisciplinary in nature and which shall be useful to shape the personalities, character, health, values and confidence of the students.
2. Other Faculties, Schools and Programs shall be created as per the decision of the Academic Council, Board of Management and upon approval of the Governing Body of the University, subject to the approval of the M.P. Private University Regulatory Commission.

Ordinance No. 3**Admission of Students/ Enrollment/ Migration****Preamble**

3.1. "Qualifying Examination" means an examination the passing of which makes a student eligible for admission to a particular year in a program of study leading to Bachelor's or Post Graduate Degree or Diploma or other program offered by the University.

3.2. "Equivalent Examination" means an examination, which has been conducted by :

- Any recognized Board of Secondary Education, or
- Any Indian university incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
- Any foreign University / Board examination that have been recognized by Association of Indian Universities as equivalent to 10+2 stage qualification or Bachelor Degree Program.

**3.3. Student Admission**

A student seeking admission to an Institute/ School or University Teaching Department shall, on or before the date prescribed for submission of applications for admission by the Head of the Institution concerned submit his/her application on the prescribed form to be obtained from the institution on payment of the prescribed fee

- Provided that the reservation of seats and relaxation in percentage of minimum marks wherever prescribed in respect of students belonging to



Scheduled Castes, Scheduled Tribes and other categories shall be as directed by State Government from time to time,

Provided also that admission to any programs shall be as per the applicable guidelines/ instructions of UGC, AICTE, Pharmacy Council of India & other regulatory bodies & Govt. of M.P. & Directorate of Technical Education M.P.

### 3.3.1. Admission Procedure

The University shall follow the admission procedure to all programs, specified as below:

- i. The University will issue the admission notification on the University's website, in newspapers, notice board of the University and in other publicity media before the commencement of new academic session.
- ii. List of candidates provisionally selected/shortlisted for admission will be displayed on the notice board of University and University's website.
- iii. The candidates whose results of qualifying exams are awaited can also apply, and they will be admitted provisionally. Such candidates, however, must produce the previous year's mark sheet, school/college certificate as a proof of fulfilling required eligibility criteria before the due date, failing which the provisional admission cannot be granted. The candidates so admitted shall have to present mark sheet of the qualifying examination one week prior to the first term/semester examination, failing which the provisional admission shall be liable to be cancelled.

- iv. If a candidate admitted provisionally under sub clause (iii) mentioned above fails or has not obtained the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him / her will stand cancelled.
- v. The application form may be rejected due to any of the following reasons :
  - The candidate does not fulfill the eligibility conditions.
  - The candidate has been debarred on disciplinary grounds from any college/ University/ Institution.
  - The prescribed fees are not paid.
  - The application form is not signed by the candidate and his / her parent/guardian, wherever required.
  - Required documents for admission are not enclosed.
- vi. Enrolment will be assigned to the student by the University after verification & submission of all required documents and fees.
- vii. Admission committee will be constituted by the Vice Chancellor.
- viii. Admission rules shall be applicable for all admissions as per the norms of the statutory body & Govt. of Madhya Pradesh.
- ix. A complete list of the students admitted in various courses will be submitted to the Regulatory Commission in soft/hard copies within one month of completion of admission process.

### 3.4. No. of Seats

The intake offers for each program of study are approved by the Academic Council on the recommendations of the Centers / Schools concerned (Intake is the

available seats to be offered for a program) as per the norms of the Statutory body & Govt. of Madhya Pradesh.

**3.5. Eligibility Criteria for candidates appearing in Entrance Examination**

The candidates who appear in the respective qualifying examination prescribed for eligibility for admission to a particular program of study are considered eligible for appearing in the entrance examination. However, in the event of their selection they are granted admission subject to their securing the prescribed percentage of marks in the qualifying examination and submission of all documents including final mark sheet of the qualifying examination. The SC / ST and differently abled candidates who have passed the qualifying examination respective of their percentage of marks are eligible to appear in the Entrance Examination.

**3.6. Criteria for Re-Admission**

A candidate discontinuing any semester may be permitted to take readmission as per rules at the beginning of the concerned semester. However, candidates failing to join by the stipulated date owing to their results not having been declared in time are allowed to join in the next semester / academic year on a written request from the candidate and with the approval of the concerned School / Centre without their having to go through the Entrance Examination again. However those Foreign Nationals who have been selected for admission are allowed to join with a marginal delay after considering each case on merit by the Vice-Chancellor.

**3.7. Criteria & Procedure for Cancellation of Admission'**

If at any stage it is found that a candidate has got admission in the institution on the basis of false or incorrect information or by hiding relevant facts or if at any

time after admission it is found that the admission was given to the candidate due to some mistake or oversight, the admission granted to such a candidate shall be liable to be cancelled forthwith without any notice at any time during the course of his / her studies by the Head of the institution.

If a candidate gets his / her admission cancelled before the commencement of the classes, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session of the program, no tuition fee and other fee (except Caution Money) shall be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

### **3.8. Registration**

Registration of candidates selected for admission is made as per the scheduled fixed by the Standing Committee on Admissions and approved by the Academic Council of the University.

### **3.9. Transfer of Students**

No students shall be allowed to change a program from one to another under the jurisdiction of this University with a No Dues and No Objection Certificate from the said School / Faculty and Dept.

### 3.10. Enrollment

A person, who has been admitted to an Institutions as per the prescribed eligible of a particular course, shall be enrolled as a student of university by the Registrar.

3.10.1. Application for enrolment as a student of the university shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrolment form and it shall accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of the Institution of the College to which the student has been admitted.

- i) No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his / her name is borne on the Register of Enrolled Students.
- ii) The fee for enrollment paid by the student shall not be refunded under any circumstances.

3.10.2. The procedure for submission of application for Enrolment of students by colleges shall be as follows:

- i. Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of academic year in which the student is admitted.
- ii. On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the

Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student.

- iii. No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence / expulsion / rustication is in operation.
- iv. A student who is enrolled in the University may apply for a change / correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable) and required documents along with affidavit.
- v. Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
- vi. Under no circumstances shall any alternation be made in the University certificate, diploma degree, and other document issued in favour of the applicant prior to the order for a change / correction in the name.
- vii. In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- viii. Name of the student will only be changed provided procedure as per law and prevailing rules / regulations.

### 3.11. Migration

Migration of students from the University to another may be granted subjects to obtaining No Due and Transfer Certificate complying with all norms laid down by the University and / or Regulatory Bodies from time to time.

**Ordinance No. 4****University Fellowships, Scholarships, Stipends, Medals and Prizes****4.1. Scholarships, Fellowships and Concessions in Tuition Fee**

- (i) All recommendations for the award of scholarships, fellowships and concessions shall be considered and decided by the committee constituted by the Chancellor. Following will be the members of the committee :
  - i. The Vice-Chancellor – Chairperson
  - ii. Nominee of the Chancellor
  - iii. Deans of all the Faculties
  - iv. Chief Finance and Accounts Officer (CFAO)
- (ii) The decision of the Committee shall be forwarded to the Chancellor for his approval, before implementation of the decision.
- (iii) The University shall award merit / merit-cum-means (MCM) scholarships, assistantships, awards, prizes and medals as approved by the Academic Council and Board of Management.
- (iv) Merit Scholarships, one each of value of full, half and quarter of tuition fee amount, as prescribed from time to time for general or special category of students shall be awarded in different programmes on the following basis :
  - i. Only those students will be eligible for the award of Merit Scholarships who were admitted through entrance examinations and have cleared all the courses prescribed during the previous semester in single attempt.
  - ii. Award shall be based on merit of the preceding semester.

- iii. The Academic Council shall consider and approve the names of the students for the award of merit scholarships after the declaration of the semester result.
  - iv. The Merit Scholarship shall be tenable for one semester only.
  - v. If a student declines the merit scholarship, the same shall be awarded to the next student in the approved merit list.
  - vi. A student who has been awarded merit scholarship from the University shall not be entitled to receive any kind of stipend or any other financial assistance from any other source. However, in all such cases the student will be required to communicate the same to the University.
  - vii. If the recipient of merit scholarship is found guilty of gross misconduct, his case after due warning to the student shall be reported to the Academic Council for the withdrawal of the scholarship.
- (v) The details of the other scholarship and stipends offered by the University shall be published in the prospectus.
  - (vi) The limit of parental gross income per annum shall be as decided by the Board of Management for merit cum means scholarship.
  - (vii) Other scholarships and concession in fee not mentioned in this ordinance shall be declared as and when required, to motivate the academic talents to receive the education. This matter has to be recommended by the Academic Council and to be approved by the Board of Management.

#### **4.2. Award of University Medals and Prizes**

- 4.2.1. The University shall award with a view to augmenting academic interest and activities among the students. Gold and silver medals every year on the



basis of results of annual examinations, subject to the provisions hereinafter appearing.

- a. The quantum of gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body.
- b. The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.
- c. If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body shall lay down the manner in which the excess expenditure is to be met.
- d. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.
- e. Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 06 following as have secured (i) First division in the case of a Bachelor's degree examination and (ii) First division in the case of a Master's degree examination, for award of gold and Silver medals.
- f. A gold and a silver medal shall be awarded for each of the following examinations in all branches of successful candidates as mentioned below :
  - i. A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest percentage of marks from among the candidates appeared at the Undergraduate course run being by University. However, the

candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first University to final University examination will be computed.

- ii. A gold medal and a silver medal to the two candidates who have placed in first division and have secured respectively, highest and second highest percentage of marks from among the successful candidates of degree of postgraduate courses being run by University. Provided that the candidate must have passed all University / Semester examinations of the consecutive years in single and first attempt.
- iii. The Committee comprising of the following shall select the candidates for the awards of medals and prizes :
  - The Vice Chancellor (Chairman)
  - Chancellor's Nominee
  - Three Deans of Faculties to be nominated by the Vice Chancellor in rotation.
  - Two Chairpersons of Board of Studies to be nominated by Academic Council
  - Registrar

4.2.2. University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time-to-time.

**Ordinance No. 5****Ordinance for Three Years/ Four Years Undergraduate Degree  
(CBCS Semester Mode)**

**(As per the guideline for Multiple Entry and Exit in Academics Programs offered in Higher Education Institutions issued by UGC, New Delhi under National Education Policy 2020)**

**5.1. Preamble**

Prestige University, Indore will adopt Choice Based Credit System (CBCS) in line with National Education Policy 2020 (NEP 2020). The Curriculum for each Program will be made by the Board of Studies of concerned faculty as per the Choice Based Credit System (CBCS) and approval will be taken from Board of Management and will be as per the norms of regulating body of that particular program and will be initiated to M.P. Private University Regulating Authority.

**5.2** The provision of this Ordinance shall be applicable to all UG programs as per Ordinance No. 10, 11, 13, 15.

**5.3** The provision of this Ordinance shall be applied for three years/six semester Bachelor's Degree or four year/ eight semester Bachelor's Degree (Hons./Research) undergraduate programs offered by the University as per Ordinance No. 10. Bachelor of Business Administration (BBA), Ordinance No. 11. Bachelor of Arts (BA), Ordinance No. 13. Bachelor of Science (B.Sc.), Ordinance No. 15. Bachelor of Commerce (B.Com.), and other similar Undergraduate programmes.

- 5.4 The Ordinance shall be applicable to all such programmes being run by the University in its Teaching Department /School of Studies and constituent units for their students.
- 5.5 Admission rules and guidelines for admission to these programmes will be framed by the University for admission in its department/ School.
- 5.6 Students who have successfully completed Grade 12 School Leaving Certificate from Board of Secondary Education, Madhya Pradesh, Bhopal or an equivalent examination from any other board recognized by the State Government / University will be eligible for admission to these undergraduate programmes.
- 5.7 The admission shall be made on merit calculated on the basis of criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the Government from time to time.
- 5.8 Student enrolment in a Programme / Course shall be restricted to the seats allotted by the University.
- 5.9 The in-take capacity shall be determined in advance by the University in accordance with the Guidelines / norms in this regard issued by the State Government / UGC / MPPURC and other statutory bodies concerned time to time so that the same could be suitably incorporated in the admission guidelines for the information of all concerned and uploaded on the institutional website.
- 5.10 Depending upon the academic and physical facilities available, the University may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the second year / third year / fourth year of a first-degree programme, if the student has successfully completed the first year / second year / third year of the same programme in any institution and wants to re-enter into the programme after a break in studies.

5.11 To enable multiple entry and exit points in the academic programmes, qualification such as Certificate, Diploma and Degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours / Research) (Table 1). The four year undergraduate programme shall comprise courses under following subjects / categories :

- i) Disciplinary / interdisciplinary Major (48 credits)
- ii) Disciplinary / interdisciplinary Minor (32 credits)
- iii) Generic Elective (16 credits)
- iv) Discipline Specific Elective (DSE) (16 credits)
- v) Skill Enhancement Courses / Vocational Courses (12 credits)
- vi) Ability Enhancement Courses (08 credits)
- vii) Field projects / internship / apprenticeship / community engagement and service / research project/ Course of Independent Study/ Capstone Project (28 credits)

Qualification and Credit Requirements are given in Table 2. The entry and exit options for students, who enter the undergraduate programme, are as follows :

**1<sup>st</sup> year**

Entry 1. The entry requirement for Level 5 is successful completion of class 12 from M.P. Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government / University. A programme

of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1.** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for Undergraduate Certification from the faculty of her / his Major Subject. If she / he wants to exit, can exit the programme with Under Graduate certificate in hand.

### **2<sup>nd</sup> year**

**Entry 2.** The entry requirement for Level 6 is successful completion of Level 5. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 2.** If a student passes all the courses of Level 5 & 6 and earns requisite number of credits, the student becomes entitled for Undergraduate Diploma in the faculty of her / his major subject. If she / he wants to exit, can exit the programme with Undergraduate Diploma in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

### **3<sup>rd</sup> year**

**Entry 3.** The entry requirement for Level 7 is successful completion of Level 5 & 6. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

**Exit 3.** If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the Undergraduate Degree in the faculty of her / his Major Subject. Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6 and 40 credits at level 7.

**4<sup>th</sup> year**

**Entry 4.** An individual seeking admission to a Bachelor's degree (Honours / Research) (Level 8) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (Level 7). After completing the requirements of a three-year bachelor's degree candidates, who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours / Research) degree.

**Exit 4.** If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for Undergraduate Degree (Honours / Research) in the faculty of her / his the Major Subjects. A Bachelor's degree (Honours / Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

**Table 1 : Qualification Type and Credit Requirements**

Levels	Qualification Title	Credit Requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration : first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration : First two years of four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major Subject (Programme duration : three years or six semesters)	120

Level 8	Bachelor Degree in the faculty of Major Subject (Hons. / Research) (Programme duration : four years or eight semesters).	160
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The credits will be awarded by the University. The credit can be calculated as follows :

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of one credit;
- Credits for internship shall be one credit per week of internship, subject to a maximum of six credits in a semester.

5.12 The minimum duration of the Undergraduate degree programme shall be of three academic years / six semesters whereas that of undergraduate degree leading to Hons. / Research shall be of four academic years / eight semesters.

- A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored / transferred as and when she / he enters the programme again.

The maximum duration for completion of Undergraduate Degree and Undergraduate Degree (Hons. / Research) programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

### 5.13 Types of Courses

Each of the subject / categories (i) to (v) as specified in clause 10 shall comprise of courses. Courses are the basic units of education and / or training.

Types of courses shall be as follows :

- Core Course : Such courses which shall compulsorily be studied by the student as a core requirement of the programme.
- Elective Course : Generally a course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the



discipline / subject of study or which provides an extended scope or which enables an exposure of some other discipline / subject / domain to nurture the candidate's proficiency or skill is called an Elective Course.

- Discipline Specific Elective (DSE) Course : Elective courses offered from the main discipline / subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline / subject of study).
- Dissertation / Project : An elective course designed to acquire special / advanced knowledge, such as supplement study / support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation / project. It is considered as a special course involving application of knowledge in solving / analyzing / exploring a real life situation / difficult problem for bachelor degree with honours / research. A project / dissertation work would be of credits, as decided by the Competent Body. The student will do this work under the guidance of a faculty member.
- Generic Elective (GE) Course : An elective course chosen generally from an unrelated discipline / subject, with an intention to seek exposure of other field is called a Generic Elective course.

Post Scripts: A core course offered in a discipline / subject may be treated as an elective by other discipline / subject and vice-versa and such electives may also be referred to as Generic Elective Course.

- Ability Enhancement Courses (AEC) : The Ability Enhancement Courses (AEC) are of two types :
  - Ability Enhancement Compulsory Courses (AECC)
  - Skill Enhancement Courses (SEC) or Vocational Courses.
  - "AECC" courses are the courses based upon the content that leads to Knowledge enhancement, such as;
  - Environmental Education

- English / Hindi Communication are mandatory for all disciplines.
- SEC courses are value-based / skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills etc.

The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

#### 5.14 Structure for Undergraduate Programme : Semester System

- **First Year (Level 5) :** A student shall be declared to have successfully completed the Level 5, if he / she acquires credits as given in Table 2.  
The student can choose his/her major, minor subjects and the generic elective subject if he / she fulfils the pre-requisite prescribed by the concerned Board of Studies. A student passing Grade 12 with Science can take admission in Level 5 with major and minor subjects from Science / Arts / Commerce faculty; a student passing grade 12 with Commerce faculty can take major and minor subjects from Commerce / Arts faculty, whereas a student passing grade 12<sup>th</sup> with Arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.
- **Second year (Level 6):** A student shall be declared to have successfully completed the Level 6, if he / she acquires credits as given in Table 2.  
The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be the responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he / she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

- **Third year (Level 7) :** A student shall be declared to have successfully completed the Level 7, if he /she acquires credits as given in Table 2.
- **Fourth Year (Level 8) :**
  - (a) **Bachelor with Hons. :** A student shall be declared to have successfully completed the Level 8 for Bachelor with Hons. degree, if he / she acquires credits as given in Table 2.
  - (b) **Bachelor with Research :** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he / she acquires credits as given in Table 2.

The nomenclature of degrees shall strictly conform to the relevant provisions of the Act / Regulations / Guidelines of the UGC.

- **Credit Distribution for Semester :** The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 2.
- **Additional Courses :** In the categories of minor subject, generic elective and skill enhancement course / vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year under graduate degree programme after paying due fees for registration and examination.

Table 2 : Proposed Structure for Undergraduate Programme : UGC CBCS System for Universities / Autonomous College

			Main Faculty (as per prerequisite)		Any Faculty	Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field Projects / Internship / Apprenticeship / community engagement and service	Credits	Qualification title (Credit requirement)
			Subject I	Subject II							
Level		Semester	Major	Minor	Generic Elective Course	Vocational Course			# Inter / Intra Faculty		
Level 5		1	1 (6 credits)	1 (6 credits)	1 (4 credits)		1 (4 credits)			6+6+4+4=20	(40) Undergraduate Certificate in Main Faculty .
		2	1 (6 credits)	1 (6 credits)	1 (4 credits)		1 (4 credits)			6+6+4+4=20	
Level 6		3	1 (6 credits)	1 (6 credits)	1 (4 credits)	1 (4 credits)				6+6+4+4=20	(80) Undergraduate Diploma in Main Faculty
		4	1 (6 credits)	1 (6 credits)	1 (4 credits)	1 (4 credits)				6+6+4+4=20	
Level 7		5	1 (6 credits)			1 (4 credits)		DSE-1 (4 credits)	Field project / internship / apprenticeship 1 (6 credits)	6+4+4+6=20	Bachelor Degree in Main Faculty (120)
		6	1 (6 credits)					DSE-2 (4 credits) DSE-3 (4 credits) DSE-4 (4 credits)	Field project / internship / apprenticeship 1 (6 credits)	6+4+4+6=20	
Level 8		7	1 (6 credits)	1 Research Methodology (4 credits)					Field project / internship / apprenticeship 1 (6 credits)	6+4+4+6=20	Bachelor Degree (Hons.) in Main faculty Bachelor Degree (Research) in Main faculty (160)
		8	1 (6 credits)	1 (4 credits)					1 (10 credits) Research Project	6+4+10=20	
Total			48 credits	32 credits	16 credits	12 credits	8 credits	16 credits	28 credits	160 Credits	

**5.15 Choice to Select the MOOC Courses :**

- The Dept. / SOS can allow up to 40% of the total credits being offered in a particular programme in a Semester through the Online Learning Courses provided under SWAYAM platform or any other MOOC platform recognized by the central government or the state government for credit transfer.
- The students will have the choice to opt elective-generic / Skill Enhancement / Ability Enhancement courses from the courses available within the dept. or in other dept. of the same University but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the Department.
- The Dept. shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the dept. concerned.
- The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- The Autonomous College / University will take a decision for allowing the online courses of SWAYAM if :
  - (i) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
  - (ii) Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - (iii) While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available

free in adequate measure by the dept. The parent institution must designate a course coordinator / facilitator to guide the students throughout the course and to facilitate / conduct the lab / practical sessions / examinations.

- The requirement of project / dissertation, as notified by the respective dept., need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National and State Laboratories / Institutes / Universities / Companies / Industries with the approval of dept.

5.16 Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical separately will be required in each course to sit in the semester end examination.

For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical / sessional held in each course may be condoned by the Vice Chancellor.

5.17 Examination & Evaluation :

- Generally each course will correspond to an examination paper comprising of external and internal valuations. The Semester theory examinations will be of 3 hours. The credit structure for theory / practical / tutorial, internal, external examinations and total marks for an examination are shown in the Table 3.
- The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a Semester by conducting three tests of 20 marks each of these, two must be written tests and the third may be written test / quiz / seminar / assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination failing

which, the student will be awarded AB Grade in that course. In case of Laboratory / Field / Project Work based courses, appropriate distribution of marks for Practical Record / Project Report, Practical Semester end exam, viva, if any be decided by the dept. In case of internal assessment, the dept. / University shall distribute and design their assessment so that at least two tests are conducted in a semester.

- The Department may design their own mode of internal assessment with due approval from its Academic Council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
- Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained below table :
- The grading will be made on 10-points scale as described below :

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
AB	0	Absent	Absent

- In case, Statutory Bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner :

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F Grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

- If a student obtains for AB grade in any course(s), he / she will be treated to have failed in the course(s). He / She has to reappear in the examinations of that course(s) as and when conducted by the University / Dept. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).

- The student will be promoted to the next Semester if he / she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any Semester, then the student will be declared fail in the semester and he / she will be asked to repeat the entire Semester and that semester will be treated as zero Semester. In such cases the student will not be promoted to the next Semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he / she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he / she fails.

- If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he / she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she / he shall be



treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.

Repetition of a theory / practical course is allowed only to those candidates who get F or AB grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- In case of zero semester, the student will not be promoted to the next semester till he / she clears that semester. The University may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- The provision for review of answer book in semester system will be available as per the existing rules of the University.
- The theoretical and practical courses can be repeated whenever offered or conducted by the University / Dept. but within maximum duration of the programme. He / She can avail multiple repeat attempts to pass the course.
- Applicable to Dept. in the same University : The dept., where students from other teaching department of the University are registered for choice based elective course(s), will send the Grade to the concerned dept. where the student is enrolled. The result will be declared by the dept. where the student has taken admission



- 5.18 **Evaluation and Certification of MOOCs and Vocational Courses :** The guidelines of the University / SWAYAM Portal / UGC shall be followed for evaluation and certification of MOOCs, Vocational courses, Field-Projects / Internship / Apprenticeship / Community engagement & service / research project.
- 5.19 **Calculation of SGPA / CGPA :**
- The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
  - CGPA is a measure of overall cumulative performance of a student over all the 3semesters completed. In case of semester system CGPA will be calculated as per provisions of Ordinance 14.
- 5.20 **On completing all requirements for award of the undergraduate Certificate / Diploma / Degree, the CGPA will be calculated and this value will be indicated on the Certificate / Diploma / Degree. The 3-year and 4-years undergraduate degree should also indicate the Division obtained as per follows :**

Division	Criterion
First Division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 8.00 or above.
First Division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 or above but less than 8.0
Second Division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

- The conversion of CGPA into percentage will be as follows to facilitate its application in other academic matters :
  - Equivalent Percentage =  $CGPA \times 10$
  - The percentage will be rounded off upto second decimal point.
- 5.21 The student will be examined by the University as per the prevailing syllabus and scheme of examination.
- 5.22 The candidate shall be awarded a Certificate / Diploma / Degree when he / she successfully earns the minimum requisite credits for the Certificate / Diploma / Degree.
- 5.23 A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.
- 5.24 Grade sheets will be developed as given in Annexure. S1, S2, S3 and S4
- 5.25 Credit Transfer :
- The credit transfer shall be implemented as per the policy of the University framed in accordance with the guidelines issued by the UGC from time to time.
  - The member institutions of the Academic Bank of Credit established vide University Grants Commission (Established and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
  - Except for the cases of provisional promotions, the University established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing parity for a course, framed by the University in which the admission is sought by the student.

- 5.26 If any question arises relating to the interpretation of the provisions of this Ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable and made final.
- 5.27 The guidelines related to this programme, issued by the Statutory Bodies e.g. UGC / AICTE / BCI / NCTE / PCI / RCI issued from time to time will be adopted for implementation.
- 5.28 In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 5.29 If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Board of Management of the University (in case of dept.) and shall be implemented with immediate effect.

**Note:** If UGC notifies any change in future in its Regulations Governing Choice Based Credit System (CBCS) / Massive Open Online Courses (MOOCs), then the same will be incorporated in the existing ordinance with the approval of the Board of Management of the University.

## SAMPLE COPY FOR THE FIRST TO FIFTH SEMESTER



Logo in water mark

Annexure - S-1

Prestige University, Indore

Grade Sheet

Name of the Institute : .....  
 Address of the Institute : .....  
 Name of the Programme : .....

Batch :	Year :
Enrollment No.	Roll No.
Name of the Student	Examination
Father's / Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.3

## Grade in Repeat Examination

Result Semester Wise					
Semester	I	II	III	IV	V
Total Credits					
Obtained Credits					
Additional Credits					
SGPA					
Attempt					
Result					

## SGPA Semester Grade Point Average

Final Result Pass			
Total Credits	CGPA	Equivalent Percentage	Division

CGPA - Cumulative Grade Point Average Equivalent Percentage = CGPA X 10

Date of Result

Assistant Registrar / Controller  
Examination / Head UTD

## SAMPLE COPY FOR SIXTH SEMESTER

Annexure - S-2

University Logo

Logo in water mark  
**Prestige University, Indore**  
**Grade Sheet**

Name of the Institute : .....  
 Address of the Institute : .....  
 Name of the Programme : .....

Batch :	Year :
Enrollment No.	Roll No.
Name of the Student	Examination
Father's / Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.3

## Grade in Repeat Examination

Semester Wise Result						
Semester	I	II	III	IV	V	VI
Total Credits						
Obtained Credits						
Additional Credits						
SGPA						
Attempt						
Result						

## SGPA Semester Grade Point Average

Final Result Pass			
Total Credits	CGPA	Equivalent Percentage	Division

CGPA - Cumulative Grade Point Average Equivalent Percentage = CGPA X 10

Date of Result

Assistant Registrar / Controller  
 Examination / Head UTD

## SAMPLE COPY FOR SEVENTH SEMESTER

University Logo

Annexure - S-3

Logo in water mark

Prestige University, Indore

## Grade Sheet

Name of the Institute : .....  
 Address of the Institute : .....  
 Name of the Programme : .....

Batch :	Year :
Enrollment No.	Roll No.
Name of the Student	Examination
Father's / Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	6	C	5	30
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
TOTAL		20			146
SGPA		146/20			7.3

## Grade in Repeat Examination

Semester Wise Result							
Semester	I	II	III	IV	V	VI	VII
Total Credits							
Obtained Credits							
Additional Credits							
SGPA							
Attempt							
Result							

## SGPA Semester Grade Point Average

Final Result Pass			
Total Credits	CGPA	Equivalent Percentage	Division

CGPA - Cumulative Grade Point Average Equivalent Percentage = CGPA X 10

Date of Result

Assistant Registrar / Controller  
Examination / Head UTD



## SAMPLE COPY FOR EIGHTH SEMESTER

Annexure - S-4

University  
LogoLogo in water mark  
Prestige University, Indore  
Grade Sheet

Name of the Institute : .....  
 Address of the Institute : .....  
 Name of the Programme : .....

Batch : 2021-2025	Year :
Enrollment No.	Roll No.
Name of the Student	Examination
Father's / Husband's Name	Mother's Name

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	6	A	8	48
	Course 2	4	C	5	20
	Course 3	10	B+	7	70
TOTAL		20			138
SGPA		138/20			6.9

Grade in Repeat Examination

Semester Wise Result								
Semester	I	II	III	IV	V	VI	VII	VIII
Total Credits								
Obtained Credits								
Additional Credits								
SGPA								
Attempt								
Result								

SGPA Semester Grade Point Average

Final Result Pass			
Total Credits	CGPA	Equivalent Percentage	Division

CGPA - Cumulative Grade Point Average Equivalent Percentage = CGPA X 10

Date of Result ..... Assistant Registrar / Controller  
 Examination / Head UTD

Vice Chancellor

(...)

(...)

(...)

(...)

**Ordinance No. 6****Curriculum Structure and Credit Related Regulations****(PG / Technical Programmes)****6.1 Preamble**

Prestige University, Indore will adopt Choice Based Credit System (CBCS) in line with National Education Policy 2020 (NEP 2020). The Curriculum for each Program will be made by the Board of Studies of concerned faculty as per the Choice Based Credit System (CBCS) and approval will be taken from Board of Management and will be as per the norms of regulating body of that particular program and will be initiated to M.P. Private University Regulating Authority.

**6.2 Measurement of Credits for Semester System**

Number of credit per subject (Theory, Practical, Tutorial, Project etc.)

Credit are calculated based on the formula

$$C = [L + T + (P/2)]$$

Where

- C = No. of Credits of a subject
- L = No. of Lecture hours per week
- P = No. of Practical hours per week
- T = No. of Tutorials hours per week

Minimum No. of Credit required completing the program will as per the Choice Based Credit System (CBCS).

**a. Syllabus Requirement**

- **Mandatory Learning Courses:** These are courses that must be completed by the student at appropriate time.
- **Project Work:** Project work may consist of Major and Mini Project work offered by parent school/ department.
- **Practical Training:** The student may complete the training before the beginning of the last semester.

**b. Types of Subject/Course:**

- Disciplinary/ Interdisciplinary Major (Core Course + DSE)
- Disciplinary/ Interdisciplinary Minor
- Generic Elective
- Skill Enhancement Courses/ Vocational Courses
- Field Project/ Internship/ Community Engagement and Service/ Research Project/ Apprenticeship

**Core Course:** This course shall be compulsory to be studied by the students as a core requirement of the program.

**Elective Course:** A course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/ subject of the study or which provides an extended scope or which enables an exposure of some other discipline/ subject/ domain to nurture the students' proficiency is called an elective course.

**Discipline-specific elective (DSE Course)** – Elective courses offered from the main discipline/subject of study are referred to as discipline-specific

electives. The University may also offer discipline-related elective courses of interdisciplinary nature.

**Generic Elective Course (GEC):** An Elective Course chosen from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective Course.

**Skill Enhancement Courses (SEC):** These courses to be designed to enhance the skills of students in context to major subject. They are aimed to provide hands-on training competencies, skills amongst students.

**c. Contact Hours and Credit**

The norms for course credits are as follows :

- **Lectures / Tutorials** - One hour per week is assigned one credit.
- **Practical** - 02 hour session per week is assigned one credit.

For example, a theory course with a L-T-P schedule of 2-1-0 will be assigned 3 credits.

A Laboratory practical course with a L-T-P schedule of 0-0-2 will be assigned 1 credit.

L	T	P	C
2	1	0	3

- d. Duration:** The University will adhere to the prescribed academic calendar. Minimum 90 days in a semester for actual teaching will be made available.

The duration guidelines for semester systems will be as per statutory bodies/ UGC/ AICTE.

### 6.3 Measurement of Credits for Trimester System:

Number of credit per subject (Theory, Practical, Tutorial, Project etc.)

Credit are calculated based on the formula

$$C = [L + T + (P/2)]$$

Where

- C = No. of Credits of a subject
- L = No. of Lecture hours per week
- P = No. of Practical hours per week during Internship
- T = No. of Tutorials hours per week

Minimum No. of Credits required completing the program will as per the Choice Based Credit System (CBCS).

#### a. Syllabus Requirement

- **Mandatory Learning Courses :** These are courses that must be completed by the student at appropriate time.
- **Project Work :** Project work may consist of Major and Mini Project work offered by parent school/department.
- **Practical Training :** The student may complete the training before the beginning of the last semester.
- **Internship:** A mandatory requirement as a part of curriculum that students must complete successfully.
- **Capstone Project:** A mandatory requirement as a part of curriculum that final year students must complete successfully.

**b. Types of Subject/Course:**

- Disciplinary/ Interdisciplinary Major (Core Course + DSE)
- Disciplinary/ Interdisciplinary Minor
- Generic Elective
- Skill Enhancement Courses/ Vocational Courses
- Course of independent study (CIS)
- Field Project/ Internship/ Community Engagement and Service/ Research Project/ Apprenticeship

**Core Course:** This course shall be compulsory to be studied by the students as a core requirement of the program.

**Elective Course:** A course which the student can choose from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/ subject of the study or which provides an extended scope or which enables an exposure of some other discipline/ subject/ domain to nurture the students' proficiency is called an elective course.

**Discipline-specific elective (DSE Course) –** Elective courses offered from the main discipline/subject of study are referred to as discipline-specific electives. The University may also offer discipline-related elective courses of interdisciplinary nature.

**Generic Elective Course (GEC):** An Elective Course chosen from an unrelated discipline/subject to seek exposure of other fields is called a Generic Elective Course.

**Skill Enhancement Courses (SEC):** These courses to be designed to enhance the skills of students in context to major subject. They are aimed to provide hands-on training competencies, skills amongst students.

**Course of Independent Study (CIS):** An optional course of specialized study undertaken by the student under the guidance of the industry expert / faculty member.

**c. Contact Hours and Credit**

The norms for course credits are as follows:

- **Lectures / Tutorials** – One hour per week is assigned one credit.
- **Practical / Internship** – 02 hour session per week is assigned one credit.

For example, a theory course with a L-T-P schedule of 2-1-0 will be assigned 3 credits.

A Laboratory practical course with a L-T-P schedule of 0-0-2 will be assigned 1 credit.

L	T	P	C
2	1	0	3

- d. Duration:** The University will adhere to the prescribed academic calendar. Each term will be of 11 weeks duration. The duration guidelines for semester systems will be as per statutory bodies/ UGC/ AICTE.

**6.4 Point Scale:**

Total of marks obtained in end-semester / Term examination and as per continuous evaluation scheme will decide the grade in the course.

The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-90
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

**6.5 Cumulative Grade Point Average Calculation:**

- i. Cumulative Grade Point Average (CGPA) will be calculated as weighted average of valid and virtual credit points secured by the student, except the



credits of additional courses, if any. The CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

- ii. CGPA is measure of overall cumulative performance of a student over all the semesters/ trimesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters/ trimesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

#### 6.6 Division Calculation

On completing all requirements for award of the degree, the CGPA will be calculated and this value will be indicated on the degree along with Division. The Final degree should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree in first attempt with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 or above
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

In case of B.Pharm / M.Pharm programmes first division will be awarded if the student obtains CGPA of 6.50 or above in first attempt. No pass division will be awarded.

**Note:** If UGC notifies any change in future in its Regulations Governing Choice Based Credit System (CBCS) / Massive Open Online Courses (MOOCs), then the same will be incorporated in the existing ordinance with the approval of the Board of Management of the University.

**Ordinance No. 7****Conduct of Examination****7.1 Preamble**

This Ordinance describes regulations laying down conditions for appearing in an examination for a program of the University.

- **Regular candidates** means a person who follows a regular course of study in the University teaching department (UTD)/ School and seeks admission to an examination of the University.
- **Ex-student candidate** means a person who was admitted to an examination as regular candidate of this University and was not declared successful there at or was not able to appear in the examination though admission card was issued to her / him by the University and seeks admission again to the same examination;
- **Failed candidates** means a student who could not get minimum marks to clear a subject or exam;
- **Enrolment** means the period for which a candidate's registration is valid;
- **Attested** means signed and verified by an officer.
- **Forwarding officer** means a person authorized by the Registrar of the University.

**7.2 Admission of various categories of students to University examination**

- I. No candidate shall be permitted to appear in the University examination unless he / she is duly registered / enrolled with the University & had paid all dues.

- II. Duly filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution/ school so as to reach the designated center on or before the last date prescribed by the University. It will be the responsibility of the head of the institution/ school to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
- III. The Registrar of the University or the Head of the Institution/ school can detain a student from appearing in an examination if he / she has not paid full dues of the University or does not return the Institution property and all the articles or if the conduct of the students has been unsatisfactory as recommended by the Committee constituted for the Inquiry between the time of submission of his / her application form to the Registrar for admission to the examination and the date of commencement of the examination.
- IV. An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned Head of Department/ School who will forward it to the designated center after verification.
  - a) An Ex-student shall offer the subjects or optional papers which he / she had previously offered as a regular student unless on account of a change in the scheme of examination the subject / paper offered by him / her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he / she is permitted by the University to offer a different subject or paper.

- b) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
- V. Every Ex-student shall appear at the examination center at which the regular candidates from the institution in which he / she had prosecuted a regular course of study shall be appearing provided that the Registrar / Head of Examination may, for sufficient reasons require or allow a candidate to change his / her examination Center.
- VI. A regular candidate will submit his / her application form with Prescribed examination fee to the Head of Institution / Head of the University Teaching Department or the School of Studies, who will forward the forms, so as to reach the Registrar on or before the last prescribed for the purpose by the University authorities.
- VII. For each application, the Head of the Institution / Head of the University Teaching Department or the School of Studies shall certify that the candidate :
  - a) Possesses the minimum qualification for appearing at the examination to which he seeks admission.
  - b) He / she is of good conduct.
- VIII. The Head of the University Teaching Department or the School of Studies or the Head of the Institution concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.
- IX. No candidates shall be allowed to take the annual/term-end/semester examination unless he/she has :

- a) Attended least 75% of lectures / practicals are delivered however; the Vice Chancellor and other authorities can condone the attendance up to 15% on reasonable ground.
  - b) Paid all the due fees and -
    - Obtained "No Dues" Certificates from the concerned Department / School.
    - Submitted the Project Report / Job Internship Certificate as notified by the Director/Dean / Head / Principal.
    - Successfully completed in-plant trainings/ Internship/ Projects prescribed by the Principal / Head /Dean/ Director.
- X. Admission of regular candidate to an examination of the University. No student shall be admitted to an examination of the University as regular candidate unless he / she :
- Has been enrolled as a student in the University Teaching Department or constituent School of Studies / Colleges in accordance with the provisions of the Ordinance.
  - Possesses the minimum academic qualification for admission to the examination to which he/she seeks admission and has pursued a regular course of study for that examination.
  - A regular candidate migrating from another University or Board of Secondary Education should submit his / her original migration certificate along with his / her enrolment application form on the scheduled date for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University from time to time.

- The controller Exam on the specific recommendation of the Principal / Head of Constituent Institution/ School, and if he/ She is satisfied that an admission card has been lost or destroyed, may grant a duplicate admission card on payment of fees as prescribed by the University.
- Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject / paper.

XI. In computing the attendance for fulfillment of the condition regarding Execution of a regular course of study :

- Attendance at lectures delivered and practicals, if any, held during the academic session and shall be counted.
- Attendance at NCC / NSS Camp & Sports event during the session shall be taken as full attendance at lectures/practicals on the day of such camp and the day of journey to such camp.
- Participation as a member of Prestige University/ School team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating in them.
- For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding fifteen percent i.e. up to ten percent and a further five percent of the total number of lectures delivered and practical's held in each subject may be condoned by the Dean/ Director/Principal / HOD of constituent School/ Department and by the Vice Chancellor respectively.

XII. Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the University.

- Submit an application for an admission to the examination in the prescribed form duly affixing his / her latest passport size photograph at the appropriate place, through the Principal of the College / Head of the University Teaching Department or School of Studies indicating the subject / subjects in which he desires to present himself for the examination.
- Pay along with application, the fee prescribed for the examination concerned.
- Application submitted by regular candidate together with the examination fee shall be forwarded by the Dean/ Director/ Principal/ Head of the University Teaching Department, School of Studies so as to reach the University on or before the last date prescribed for the purpose by the University.

For each application, the Dean/ Director/ Principal/ Head of the University Teaching Department, School of Studies shall certify that the candidate:

- Possesses the minimum academic qualification for appearing at the examination to which he / she seeks admission.
- Is of good conduct.
- The Principal of a constituent College or the Head of the University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding College dues, or does not return the College property and all the

articles and uniform issued to him for sports or NCA or does not pay the cost thereof in case of loss within days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the University for admission to the examination and the date of the commencement of the examination.

XIII. Admission of an Ex-Student candidate to an examination of the University -

No ex-student candidate shall be admitted to an examination of the University unless he/ she submits with his/ her application for appearing in the examination:

The statement of marks (in original) obtained by him/ her in the said qualified examination issued by the University together with an attested copy thereof, or

In case he/ she was duly admitted to the said examination as a regular candidate but could not appear thereat, a Certificate from the HOD/ Dean/ Principal of the school/ department, last attended by him/ her showing the year, the roll number and the examination to which he was admitted as a regular candidate.

XIV. An ex-student candidate for an exam shall :

Submit through the forwarding officer i.e. the HOD/ Dean/ Director/ Principal of the college wherein he/ she has pursued a regular course of study, and application for admission to the examination in the prescribed form on or before the last date notified by the university by specifying Whether he/ she is a entitled candidate for the examination and The subject



paper or subjects and or papers in which he/ she desires to appear for the examination.

Attach with his/ her application for admission to the examination, his/ her latest passport size photograph duly attested by the forwarding officer.

Prescribed fee for the examination shall be paid through crossed bank draft drawn in favour of the University Account or in any other manner prescribed by the University.

An Ex-student candidate shall offer the subjects / papers which he/ she had previously offered as a regular candidate unless on account of a change in the scheme of examination the subjects / papers offered by him/ her earlier ceases to be a part of the scheme of examination or syllabus of the examination and he/ her is permitted by the University to offer instead a different subject or paper. An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University. Every ex-student candidate shall appear at the examination center at which the regular candidates from the college in which he/ she has pursued a regular course of study shall be appearing.

### **7.3 Examination Fee:**

The examination fees for various courses under semester systems examination pattern will be decided by the University from time to time. The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants. The decision of Vice Chancellor will be final in all regards.

#### 7.4 Conduct of Examination

1. All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examinations (CoE) in accordance with such directions as may be issued by the Board of Management of the University.
2. The CoE shall prepare and duly publish a programme for the conduct of examination specifying the date of each Examination and the last dates by which applications and fees for the examinations shall be submitted by the intending examinees.
  - 2.1. The Board of Management shall in consultation with the Head of the Institution appoint Superintendent and Assistant Superintendents, if any, for the examination center and shall issue instructions for their guidance.
  - 2.2. The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer book sent to him and shall render to the University Office a complete account of used and unused question papers and answer sheets.
  - 2.3. The Superintendent shall supervise the work of invigilator working under him and shall conduct the examination strictly according to the instructions issued to him by the University.
  - 2.4. The Superintendent of the Examination shall, whenever necessary send a confidential report to the Examination Controller about the conduct of Examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each

examination, absentees roll numbers and such other information relating to the examination, being held at the center as may be considered necessary. Along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of report to the CoE of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examination.

2.5. The Centre Superintendent shall have the power to expel an examinee, from examination on subsequent days, on any of the following grounds :

- That the examinee created a nuisance or serious disturbance at the Examination Centre.
- That the examinee shows a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
- If necessary, the Superintendent of examination may get police assistance. Where a candidate is expelled from examination the Examination Controller should be informed immediately.
- Unless, otherwise directed, only teachers of Institutions, University Teaching Department, shall be appointed as invigilators by the Superintendent, provided that a teacher of the subject of the written examination at any session may not be an invigilator at such session of the examination.

3. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the application for appearing at the examination. It shall be the duty of the Centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it.
4. The University may change the examination centre of the examinees irrespective of Institution to which they belong anytime if it deems proper without assigning any reason thereof.
5. The Examination Controller may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself / herself on account of serve short sightedness or sudden illness, (must be sported by a certificated issued by a Medical Officer), provided that such an alternative person is possessing qualification of at least one class examination lower than the examinee concerned.
6. The University may from time to time appoint Supervisor or Flying squad to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the supervisor pointing out breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement of cancellation, wholly or in part, of the examination at the Centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.

7. The Vice-Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
8. The Vice-Chancellor may issue such General Instructions for the guidance of the Examinee, Centre Superintendent, Tabulators, Collators, as he consider necessary for the proper discharge of their duties.
9. Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter, or modify procedures about the conduct of Examination.
10. The results committee for each faculty shall consist of the following members -

Dean of concerned faculty

Chairman

Chairman of concerned board of studies

Member

One Faculty of concerned department / examination controller. Member

- i. Two members shall form a quorum.
- ii. The term of the Results Committee shall be one academic year.
- iii. The function of the Results Committee shall be as follows :
  - To scrutinize and declare the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various-subjects are in conformity with the usual standards and to recommend to the Vice-Chancellor the action to be taken in case the results is unbalanced.
  - To scrutinize complaints against question papers and to take necessary action.
  - To decide cases of candidates who answered wrong papers.

- To decide cases of candidates whose answer books were lost in transit.
11. To decide case of mistakes made by the paper-setters, moderators, examiners, invigilators, superintendents of the examination centres, tabulators, collators, co-coordinators and any other person concerned with the examinations whose cases are referred to the committee.
  12. To exercise such other powers as the Board of Management may delegate to it from time to time.
  13. The Vice-Chancellor shall appoint Tabulators and Collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examinations.
  14. If a candidate has any communication to make on the subject of his / her examination paper, it shall be made in writing to the Examination Controller.
  15. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his / her examination shall be reported to the Examination Controller who shall place the matter before the Board of Management.
  16. Except as otherwise decided by the Board of Management, the examination answer books shall be destroyed or otherwise disposed of after three months from the date of declaration of the result.
  17. The Registrar will publish the results of the University examinations as passed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Head of Institutions of different faculties. If any cleared error or errors in the process of calculation of computerization is

discovered in the results so declared, the Vice-Chancellor shall have the power to rectify the same as soon as possible.

18. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of commencement of examination.
19. Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of five minutes.
20. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in the spite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the examination controller by the Superintendent.
21. The superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner :
  - The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with the date and time.
  - The statement of the examinee and the invigilator shall be recorded.
  - The examinee shall be issued a fresh answer book marked "Duplicate using Unfair Means" to attempt answer within the remaining time prescribed for the examination.

- All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initialed shall be sent to the examiner by the Registrar / Controller of Examination by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
22. The material so collected from the examinee together with both the answer books, viz, the answer books, collected while using unfair means and the other supplied afterward, will be sent to examiner by the Registrar / Controller of Examination for assessing both the answer book separately and to report if the examinee has actually used unfair means in view of the material collected.
23. The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year.
24. Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by Controller of Examinations to Two Examiners (other than the one who initially valued it). The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.
- If the revaluation marks deviate 20% more from the initial valuation, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases the marks awarded by the fourth examiner shall be final.
25. The cases of unfair means at the examination as reported by the centre Superintendent along with the report of the examiner shall be examined by



a Committee to be appointed by the Board of Management every year. The Committee shall consist of :

- One member of Board of Management, one of the Dean of Faculties, and one teacher, who is appointed in Academic Council nominated by the Board of Management.
- One student who in the academic session immediately preceding was a member of any Board of Study, nominated by the Vice-Chancellor.
- The Board of Management shall appoint one of the members included under (a) to be the Chairman of the Committee.
- The committee shall after examining the cases, decided the action to be taken in each and report to the Board of Management all cases of the use of unfair means together with the decision of the committee of each case.

26. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators shall be decided by the Board of Management from time to time deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.

27. All the records of examinations and results will be maintained by the university for three years from the date of results of the concerned examination.

#### 7.5 Award of Credits and Grades

Each course, along with its weight age in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved

by the standing committee of Academic Council and the Board of Management.

Only approved course can be offered during any Semester/Trimester.

A student shall be continuously evaluated for his / her performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council and Board of Management of the University.

#### 7.6 General Conditions

1. No candidate shall appear in more than one degree examination or for the Master's degree in one and the same academic year.
2. A candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of concerned chairman, Board of Studies and Dean of the Faculty may be admitted with the permission of Vice Chancellor to the next higher examination of the University for the degree provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
3. No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination, shall be admitted to any examination during the period for which the sentence is in operation.
4. Any application for admission to an examination after the last date will be entertained by the University before the commencement of the examination with late fees as prescribed.

5. Notwithstanding anything contained in the Ordinance relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases, subject to the recommendation of the concerned dean/ director/ head of the school, allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the last date.
6. The university shall issue an admission card in favor of a candidate, if :
  - a. The application of the candidate is complete in all respect and in order in accordance with the provisions applicable to him.
  - b. The candidate is eligible for admission to the examination, and the fees as prescribed have been paid by the candidate.
  - c. Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the Examination until he is issued an admission card for appearing in the theory examination.
  - d. The admission card issued in favour of candidate to appear at an examination may be withdrawn if it is found that :
    - The admission card was issued or permission was given mistakenly or the candidate was not eligible to appear in the examination.
    - Any of the particulars given or documents submitted by the candidate in or along with the application for enrolment admission to a teaching department or school of studies or an examination is to be found false or incorrect.

7. In case if the applicant loses or destroys admission card by mistake, the Registrar may on the recommendation of Dean/ Director/ Head / Principal / Superintendent Examination, grant permission to issue a duplicate admission card on payment of fees prescribed by the University. Such card shall show in a prominent place the word "Duplicate".
8. A candidate shall not be allowed to enter in the examination hall unless he produces the Admission Card before the Superintendent of the Examination Centre or the invigilator.
9. In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and shall obey his instructions.
10. In the event of a candidate disobeying the instructions of the Superintendent or showing indiscipline conduct or insolent behavior towards the Superintendent or any invigilator, the concerned candidate may be excluded from appearing that day examination, and if he persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the Centre.
11. If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety or either of them or acts in a manner prohibiting the authorities in the discharges of their duties, the Superintendent may expel the candidate from the centre and may take police help.
12. If a candidate, brings any dangerous weapon within the premises of the examination centre he may be expelled from the Centre and / or handed over to the police by the Superintendent.

13. If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall any material connected with the examination or failure of an examinee to hand over his answer-book to Superintendent/Invigilator or taking away his own answer book or walks out of the examination hall, the Academic Council or the Committee appointed for the purpose by the Academic Council may cancel the examination of the candidate.
14. The Academic Council may cancel the examination of a candidate and / or debar him from appearing in an examination of the University for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examinations and / or was instrumental in or has abetted the tampering with the University records including the answer books, marks-sheet, result charts, degree, diplomas etc.
15. The Board of Management may cancel the examination of a candidate and / or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate / documents.
16. The examination fee of a candidate who dies before appearing at the examination may be refunded to his guardian or his successor, provided an application is received from such persons.

17. The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
18. A candidate whose result has been declared may apply to the CoE for retotaling and rechecking of any of his answer books in the prescribed for within 30 days of the declaration of his result
  - provided that no candidate shall be allowed to have the answer books of more than two papers revalued.
  - provided also that, no revaluation shall be allowed in case of scripts of practicals, fieldwork, sessional work, tests and thesis submitted in lieu of paper at the examination.
  - such application must be accompanied by fees as prescribed by the University.
  - The result of the re totaling / revaluation shall be communicated to the candidate.
19. A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the concerned Dean/Principal/Head of the Department for a provisional Certificate of passing the examination of the University accompanied by the prescribed fee which will be issued by the Registrar provided the same is validated by the CoE.
20. A person who is under sentence of expulsion or rustication from a University Teaching Department /School of Studies is debarred from appearing at examination of the University for any period of time shall not be granted a Migration Certificate during the period for which the sentence is in operation.

21. Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz mark list, migration certificate, degree certificate.
- provided further that duplicate copy of migration certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time-being in force that the applicant has not utilized the original migration certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate. The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as per provisions of concerned ordinance.
22. The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall nowhere be added in grand total.

**Ordinance No. 8****Residence of Students****8.1 Preamble**

The University premises have Hostel facility for students. The condition for providing residence facility is as under –

**8.2 General**

- These rules may be called the rules for Hostels of the Prestige University, Indore
- These rules shall be applicable to all the Hostels of the University.

**8.3 Admission**

- a) Application for admission to hostel shall be made on the prescribed form available at hostel office / office of the PU on payment of fees as prescribed. The duly filled application form should reach hostel office before the prescribed date.
- b) Incomplete or wrongly filled application forms shall not be considered.
- c) Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
- d) After an applicant has been admitted or readmitted he / she may be allotted a bed in a room by the warden.
- e) Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year (if any), then deposit their readmission dues.
- f) No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel.



- g) The parents of the students shall submit a passport size coloured photograph of the local guardian, duly signed by both (parent and guardian), to hostel warden at the beginning of the semester / admission to the hostel to enable the hostel warden to identify the person when he / she comes to meet the ward in the hostel, or makes a request for taking the ward home.
- h) No student shall be allowed to reside in any hostel after completion of his / her degree for which he / she was admitted. In the event of taking admission in other course in the university his / her admission in the hostel shall be considered afresh.
- i) Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct, re-admission in the university shall not be considered.
- j) Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.
- k) Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
- l) Music system / radio / T.V. is not allowed in the rooms. However it may be permitted with earphone attachment.
- m) Students shall cooperate in keeping the Hostels and their surrounding clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.

- n) Hostellers shall be responsible for the security of their own property. They must not leave their room / box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security / safety problems arising out of this.
- o) In case of any emergency during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the Ayash / Chowkidar of the hostel. Local guardians / parents of girl hostellers may telephone the hostel warden and 'not' the girls directly after 7:00 pm in case of emergency.

#### 8.4 Fees, Rents & Other Charges

- a. Hostellers shall pay a monthly rent as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every student readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and university dues and room rent from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than six month).
- b. Every students admitted or readmitted to the hostel shall pay caution money refundable at the time of leaving the hostel on completion of the course / degree.
- c. In case, the study course is not completed within the stipulated period and the hostellers is required to extend his / her stay in the hostel for completing the course he / she may be allowed to continue his / her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel in multiples of a semester. This facility however

shall not be provided to the students who are required to prolong their stay on account of repeat examination.

#### 8.5 Canteen

- a) The facility of mess / canteen shall be providing by the University on payment basis: cooking is strictly prohibited in the hostel.
- b) Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.

#### 8.6 Hostel Room and Allotment

The following priority is fixed for providing accommodation in University Hostel.

- a) Undergraduate boys / girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys / girls.
- b) Physically handicapped students.
- c) SC / ST / Other category of students.
- d) Students pursuing professional courses that require loner hour practical or field work shall have priority over others.
- e) Local students (staying within 15 kilometres from the campus), research scholars and married students shall not be allowed due to space limitation in the hostel.
- f) All hostel students residing in the hostel shall be required to submit a undertaking as per proforma approved by dean student welfare.

#### 8.7 Attendance

Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offence. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows –

- Attendance time for girls during summer - 19:00 h and for winter 18:00 h.
- Attendance time for boys - 21:00 h.

#### 8.8 Hostel Management Committees

There shall be Hostel Management Committee, Standing committees for Hostellers Discipline and a Hostel Committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice-Chancellor for another year.

Hostel Management Committee shall comprise:

- |    |   |   |          |
|----|---|---|----------|
| a) | Dean Student Welfare                          | - | Chairman |
| b) | Chief Wardens and all Warden                  | - | Member   |
| c) | One Student's representative from each hostel | - | Member   |
| d) | One Dean nominated by the Vice-Chancellor     | - | Member   |

#### 8.9 Misconduct & Indiscipline

- Gambling of any kind and use of liquor / drugs and smoking etc. is strictly prohibited in the hostel and campus.
- Guest of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
- Pornographic literature and exotic poster / displays etc. are not permitted in the hostels.
- No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.

- e) Uses of electric heater & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
- f) Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to be kept in the hostel by the hostellers. In exigencies all hostellers shall vacate their room at given order / time by the Vice Chancellor / Registrar for any reason whatsoever and hand over the charge of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
- g) Hostellers shall not give shelter to any outsider; anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the university.
- h) No meeting shall be held in the hostel premises without the prior permission of the warden.
- i) No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the Warden / D.S.W. / Registrar / V.C. Also hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel.
- j) There shall be no ragging in any manner / form i.e. introduction etc. a breach of this rule shall be severely dealt with up to rustication.
- k) For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instruction given from time to time. For matters common to all, the hostellers or

students, the display shall be on the Notice Board of the Dean of Student Welfare Hostel office. No separate notice would be sent to them.

#### 8.10 Disciplinary Action

- a) Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
- b) The warden shall keep a conduct register exclusively for recording the misconduct of the student along with details of punishment, warning etc. while the register will have one page for one student for noting misconduct, it should have another page to note down good conducts / acts in the nature of Good Samaritan.
- c) Resort to any form of strike by the hostellers without following the legally provided remedial channels / procedures shall be deemed as serious breach of discipline and the student shall ipso facto stand expelled from the hostel / university.
- d) Any indiscipline or misconduct committed by the hostellers or group of hostellers shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action. Depending upon the gravity of the misconduct committed by the hostellers matter can be brought to the notice of the Chief proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.
- e) In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW / Warden may call the security to get the hostel vacated by the hostellers. Such action taken

however shall be brought to the notice of the registrar / vice - chancellor in writing.

- f) Any hostellers found guilty of ragging indiscipline, defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 1000/- and / or instant removal or expulsion or restructuring from the hostel / university.
- g) No student shall be permitted to appeal against the decision of the warden to any authority other than Hostel Management Committee. If the appeal is against the decision of the Hostel Management Committee, it should be made to the Vice-Chancellor.
- h) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining if necessary, the opinion / advice of a committee consisting of any or all the Director of the School. The decisions of the Vice-Chancellor shall be final.

Ordinance No. 9**Disciplinary Action against Students and Code of Conduct****9.1. Preamble**

Every student in the University shall at all times maintain good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he / she is a student and of the University.

9.2. When a student has been guilty of breach of discipline within or outside the premises of University or an Institution, or persistent absenteeism or has been guilty of misconduct, the Dean/Head of the School/ Department at which such student is studying should inform the Vice-Chancellor/ Registrar. The Vice Chancellor, depending upon the nature of gravity of the offence student may consider either to

- Suspend such a student from attending classes for not more than a week at a time or
  - Expel such a student from his institution
  - Disqualify such a student from his institution.
- Or Rusticate such a student.
- Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

9.3. The respective Deans/ Heads of the Department shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.



- 9.4. The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- 9.5. The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled student.
- 9.6. All students pursuing a course of studies at the University School/Teaching Departments shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rule and regulations of the University framed and notified from time to time.
- 9.7. Any violation of the code of conduct or breach of any rule or regulation of the university by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- 9.8. The following acts, in particular, shall constitutes acts of gross indiscipline and any student indulging in any of them shall render himself liable for disciplinary action against him:
- Disobeying the teacher or misbehaving in the class;
  - Quarrelling or fighting in the University premises or in the campus among them;
  - Quarrelling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus.
  - Satirizing or writhing or slogans or any material making of skeletons or figures on any wall or portions of any building within the campus which is not authorized by the university administration.

- Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teachers, officers or employees of the University.
- Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline. However, all cases of indiscipline within hostel premises shall be dealt by the warden concerned initially before drawing the attention of the Disciplinary Authority. To deal with such incidents the warden shall have all the powers prescribed for the Proctor in this ordinance.

9.9. There shall be Proctorial Board consisting of a Proctor and such number of joint proctor as the Board of Management may decide from time to time.

9.9.1. The Proctor and joint Proctor shall be appointed by Vice-Chancellor from amongst the teachers of the University ordinarily for period not exceeding two years at a time.

9.9.2. The University shall set up an Anti-ragging and Disciplinary Committee as per the UGC norms.

9.9.3 Power and duties of Proctor.

The Proctor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University, he may also take action in matters which come to his knowledge and which in his opinion call for disciplinary action. The Proctor may delegate any of his powers to joint Proctor. In the absence of proctor the senior most Joint Proctor shall act as Proctor and shall have all such Powers to Proctor.

In the opinion of Proctor, the act of indiscipline requiring action if it is not of a serious nature, he may hold a summary inquiry and shall have power to impose the penalties. If in the opinion of Proctor, the breach of discipline is of a serious nature he may refer the case for investigation of the Board, Proctor and Joint proctor or any two Joint Proctors shall constitute the quorum for sittings of such investigation.

9.10 There shall be a Disciplinary Committee consisting of the following

- Proctor - Convener
- Dean, Student Welfare
- Professor in charge of student Union
- Joint Proctors
- Warden of the Hostels & Joint Wardens
- President of Student Society (if any)
- Two other students nominated by Vice-Chancellor
- One of the Joint Proctor will be nominated by the Proctor as Secretary of the Discipline Committee.

9.10.1. The Disciplinary Committee shall ordinarily convene meeting once in each academic year and it shall review general situation regarding discipline in the university and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline committee for giving its opinion regarding the action to be taken.

9.10.2 All punishment awarded to the students shall be recorded in a register to be maintained by the Proctor. The Register shall be permanent record of the

university and shall contain such details as may be prescribed and approved by Board of Management.

9.10.3 Certificate regarding Character and Conduct of student of the University Teaching Departments may be issued to him by the Proctor. However, in the case of a student who has been awarded punishment three or more times by the proctor himself or on the recommendation of the Proctor, the fact the he was so penalized shall be mentioned in the certificates of character and conduct to be issued by the Proctor. The Certificates of Character and Conduct issued by the Proctor shall be the only valid Certificates of the University in that regard.

9.10.4 If the Proctor finds that in any incident of disturbance or breach or peace, certain persons who are not in the rolls of the University are involved or are likely to be involved he may send recommendation to the Vice-Chancellor that the University campus declared out of bounds for such persons. If the recommendation is accepted by the Vice-Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice-Chancellor may deem fit. So the notification issued under this paragraph in force entry into the campus of person / debarred from entering the campus shall be an act of criminal trespass and shall be dealt with accordingly.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Deans/ Directors/ Heads of the Schools. The decision of the Vice-Chancellor shall be final.

Ordinance No. 10

**Memorandum of understanding (MOU) with  
national/ international public/ private organizations**

**10.1. Preamble**

With a view to sharing a common desire to explore, extend and strengthen the functional relationship between the Universities and National laboratories, Industrial houses, well established R & D set up(s) in order to share the facilities and expertise available with each of them, the educational institutions may enter in to MoU on following broad understanding:

In general, there are three broad levels of cooperation with other Higher Education Institutions which may be supported and formalized through :

**10.2 Letters of Cooperation or Agreement:**

Letters of Cooperation or Letters of Agreement may be worked out between Schools / Faculties of the same University / Institution and those in other institutions. It may be defined as :

“An agreement between two or more Departments / Institutions / Industries / Parties on a specific area or narrow set of areas that do not constitute a legally binding document but instead can recognize that cooperating would be mutual benefit and would serve as an indication of continued interest in joint projects”

These Letters of Cooperation should be agreed by the rules set within the Universities / Departments / Organizations. Letters of Cooperation are often signed in advance of an M.O.U. as a means of agreement on general cooperation.

### 10.3. Memorandum of Understanding :

A Memorandum of Understanding (MoU) is an overall facilitating document linking the University / or any Educational organization or one of its designated units with another institution(s) / Industries.

10.3.1 An MoU is between the University and the other body on behalf of a School, Faculty or Centre. Recognizing that MoUs are intended to facilitate future cooperation, it is important to address potential obstacles at the time the MoU is being developed. A "Memorandum of Understanding" or MoU can be defined as :

"A legal document describing an agreement between parties..... it expresses a convergence of will between the parties, indicating an intended common line of action, but which can have a direct effect on the University including that of a legal commitment. It is more formal alternative to other mechanisms such as "Letter of Consent" or "Letter of Cooperation".

10.3.2 An MoU may be signed between the collaborating Universities / Institutions / Organisations for a period as may be agreed to, spelling out the modalities of the collaboration / association on the types of activities.

- Due Diligence for an MoU :
- Due Diligence is the process by which the organization that the University / Organization is proposing to work with is deemed to be a valid, suitable and timely partner. Where an organization approaches the University / Educational organization with the intention of presenting joint programmes, a faculty member designated by the University will take responsibility for liaising with the institution, and will act as the 'proposer' for the partner, and must supply information with any MOU proposal :

### 10.3.3 The following issues should be covered clearly in the MoU process

- Highlight the Institutional background of the partner(s) e.g. date established, location of main branch (and other branches, if relevant), profit or non-profit, public or private, accreditation body, disciplines, level of qualifications offered, ranking (if appropriate), other partners (if known), recognition by a professional or statutory accrediting agency.
- Identify the type of linkage being proposed, objectives, resource implications, and fit with the University / Educational Organization's strategic objectives.
- Outline the synergy between the proposed agreement and the Faculty / School / Centre / Unit's mandate and direction.

### 10.4 Strategic Alliances :

A University may enter into a strategic alliances with National and International partner organizations.

The most in-depth agreement with another Higher Education Institution is the 'Strategic Alliance' Strategic alliances can be defined as :

"A mutually beneficial long-term formal relationship formed between two or more parties to pursue a set of agreed upon goals or to meet a critical organizational need while remaining independent organizations. It is a synergistic arrangement whereby two or more organizations agree to cooperate in the carrying out of a business activity where each brings different strengths and capabilities to the arrangement".

Strategic alliances are the highest value relationships a University / Educational Organization can have with other institutions. They usually involve agreed developments in a number of areas. Strategic alliance partners must have a

'strategic fit' with the university. Having commitment and buy-in from the senior management of the partner institution is also vital.

10.5 International partnerships are solely based around a broad strategic fit with university strategy in potentially the following areas:

10.5.1 Research Collaboration & pursuing funding opportunities.

10.5.2 Academic collaboration in Learning Innovation.

10.5.3 Targeting of students in graduation, post-graduation or post doctoral recruitment.

10.5.4 Joint ventures such as public private partnerships.

10.5.5 Other elements such as student, staff swaps, guest speakers, networking.

10.5.6 Letters of Cooperation or Agreement

10.5.7 Adoption of Government facilities / small government institutes – with the consent of Government with intention of providing better educational and health care facilities.

10.6 Any understanding / collaboration with International Organization shall meet the criteria laid down by the relevant Statutory bodies or University Grants Commission, New Delhi from time to time.



**Ordinance No. 11****Master of Business Administration (MBA)****11.1 Name of Program**

Master of Business Administration (MBA)

This Ordinance refers to the following programs: Master of Business Administration, Master of Business Administration in Data Analytics and Business Intelligence, Master of Business Administration in E- Business, Master of Business Administration in Logistics and Supply Chain Management, Master of Business Administration in Food and Agri- Business Management, Master of Business Administration in Sustainability Management, Master of Business Administration in Fintech, Master of Business Administration in Digital Marketing, Master of Business Administration in Family Business and Entrepreneurship, Master of Business Administration in Insurance and Banking, Master of Business Administration in Technology and Management, Master of Business Administration in Media Management, Master of Business Administration in International Business, Master of Business Administration in Rural Management, Master of Business Administration in Tourism and Hospitality, Master of Business Administration in Business and Corporate Law, Master of Business Administration in Cyber Law, Master of Business Administration in Fashion Technology.

These programs referred under this Ordinance are subject to the recommendation of the Board of Studies concerned and as per norms of AICTE and/or UGC. Board of Studies is authorized to recommend further additions/alterations in this Ordinance with due approval of competent authorities.

**11.2 Name of Faculty and Board of Studies-** Faculty/ School of Management Studies  
- Board of Studies of the Master of Business Administration.

**11.3 Duration**

Full time program shall comprise of the course of study spread over a period of two years i.e. six terms (Trimester System). Maximum period of Program completion: Four years. In exceptional cases, the Vice Chancellor may consider on specific request from genuine case to give additional chance/time to complete the program in consultation with the Dean concerned.

**11.4 Eligibility**

1. The minimum academic qualification for admission is that the candidate must have passed in the final examination of graduation, or its equivalent, referred to as the qualifying examination with 50% marks for general category candidates. Reservation will be as per applicable regulations of Government of MP and or other regulatory guidelines.
2. Those appearing in final examination of graduation programs, or equivalent examination and whose results are not declared may also appear in counselling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline their admission will stand cancelled. However on request of the candidate the admission will be deferred to the forthcoming academic year.

**11.5 Admission Process.**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

**11.6 Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

#### **11.7 Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. In case of admission cancellation, fee will be refunded to the candidates as per prevailing instructions/ directives of Govt. of MP/ Competent Regulatory Authority. The fees shall be applicable as per approval of Board of Management from time to time which will be reviewed by the MPPURC.

#### **11.8 Academic System - Trimester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)**

#### **11.9 Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfills all the requirements and passes in all the prescribed courses successfully.

#### **11.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. Suitable relaxation for participation in sports/cultural and other events/activities will be

extended by the concerned Dean/VC. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

#### 11.11 General Instructions

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation shall be applicable as per the norms of the State Government of Madhya Pradesh and/ or the Government of India directives from time to time.
- E. Seat Reservation for NRI/ NRI Sponsored / PIO etc. will be as per policy of Govt. of MP / Regulatory Authorities.

**Ordinance No. 12****Integrated Dual Degree Management Program- IMP (BBA + MBA)****12.1 Name of the Program**

Integrated Dual Degree Management Program - IMP (BBA + MBA)

The program referred under this Ordinance, subject to the recommendation of the concerned Board of Studies as per norms of AICTE and / or UGC. Board of Studies is authorized to recommend further additions / alterations in this Ordinance with due approval of competent authorities.

**12.2 Name of Faculty and Board of Studies**

Faculty/ School of Management Studies - Board of Studies of the School of Management Program.

**12.3 Duration**

Full time shall comprise of the course of study spread over a period of five years i.e. six semesters (Three years of BBA) and six terms (Two years of MBA). Maximum period for completing program is seven years.

**12.4 Eligibility**

1. The minimum academic qualification for admission is that the candidate must have passed in the final examination of 10+2 (Class XII), or its equivalent, referred to as the qualifying examination with 50% marks for general category candidates. Reservation will be as per applicable regulations of Government of MP and or other regulatory guidelines.
2. Those appearing in 10+2 (Class XII) examination or equivalent examination and whose results are not declared may also appear in counselling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline, their admission will stand cancelled.

However on the request of the candidate the admission will be deferred to the forthcoming academic year.

#### **12.5 Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

#### **12.6. Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

#### **12.7. Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ semester/trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. In case of admission cancellation, fee will be refunded to the candidates as per prevailing instructions/ directives of Govt. of MP/ Competent Regulatory Authority. The fees shall be applicable as per approval of Board of Management from time to time which will be reviewed by the MPPURC.

**12.8. Academic System – Semester + Trimester & Curriculum Related Regulation  
(As per Ordinance No. 6), Examination (As per Ordinance No. 7)**

**12.9. Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfills all the requirements and passes in all the prescribed courses successfully.

**12.10. Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. Suitable relaxation for participation in sports/cultural and other events/activities will be extended by the concerned Dean/VC. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**12.11. General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.
- E. Seat Reservation for NRI/ NRI Sponsored / PIO etc. will be as per policy of Govt. of MP / Regulatory Authorities.

**Ordinance No. 13****Master of Business Administration (MBA-Executive)****13.1. Name of Program**

Master of Business Administration (MBA-Executive)

This program referred under this Ordinance is subject to the recommendation of the Board of Studies concerned and as per norms of AICTE and/or UGC. Board of Studies is authorized to recommend further additions/alternations in this Ordinance with due approval of Competent Authorities.

**13.2 Name of Faculty and Board of Studies**

Faculty/ School of Management Studies - Board of Studies of the Master of Business Administration.

**13.3. Duration**

Full time program shall comprise of the course of study spread over a period of two years i.e. six terms (Trimester System). Maximum period of Program completion: Four years.

**13.4. Eligibility**

Candidates having Graduate / Postgraduate Degree with minimum 45% marks from a recognized University and having executive / managerial experience of at least two years out of five years of experience after Graduation in Industry / Government sector will be eligible. Self Employed /Entrepreneurs will also be eligible for admission provided, he / she is a Graduate / Postgraduate with at least 45% marks and has been working for at least two years after graduation.



**13.5. Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

**13.6 Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

**13.7. Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined by the Board of Management which will be reviewed by the MPPURC.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. In case of admission cancellation, fee will be refunded to the candidates as per prevailing instructions/ directives of Govt. of MP/ Competent Regulatory Authority. The fees shall be applicable as per approval of Board of Management from time to time which will be reviewed by the MPPURC.

**13.8. Academic System - Trimester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)**

**13.9. Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**13.10. Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. Suitable relaxation for participation in sports/cultural and other events/activities will be extended by the concerned Dean/VC. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**13.11. General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of

differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.

- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.
- E. Seat Reservation for NRI/ NRI Sponsored / PIO etc. will be as per policy of Govt. of MP / Regulatory Authorities.

**Ordinance No. 14****Bachelor of Business Administration (B.B.A.)****14.1 Name of the Program**

**Bachelor of Business Administration (BBA).**

The program referred under this Ordinance, subject to the recommendation of the concerned Board of Studies as per norms of UGC. Board of Studies is authorized to recommend further additions / alterations in this Ordinance with due approval of competent authorities.

**14.2 Name of Faculty and Board of Studies**

Faculty of Management Studies - Board of Studies of the Bachelor of Business Administration.

**14.3 Duration**

The maximum duration for completion of Undergraduate Degree and Undergraduate Degree (Hons. / Research) programme for regular students shall be of 6 and 8 years, respectively.

**14.4 Eligibility**

1. The minimum academic qualification for admission is that the candidate must have passed in the final examination of 10+2 (Class XII), or its equivalent, referred to as the qualifying examination with 50% marks for general category candidates. Reservation as per Govt. of MP/ Competent Regulatory Authority norms shall be applicable.
2. Those appearing in 10+2 (Class XII) examination, or equivalent examination and whose results are not declared may also appear in counselling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline their admission will stand cancelled.

However of request of the candidate the admission will be deferred to forthcoming year.

#### **14.5. Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

#### **14.6. Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC/ Regulatory Authorities as applicable from time to time.

#### **14.7. Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. In case of admission cancellation, fee will be refunded to the candidates as per prevailing instructions/ directives of Govt. of MP/ Competent Regulatory Authority. The fees shall be applicable as per approval of Board of Management from time to time which will be reviewed by the MPPURC.

**14.8 Academic System - Semester & Curriculum Related Regulation Ordinance 5 for three / four years undergraduate degree (CBCS Semester Mode) Examination (As per Ordinance No. 7)** The directives of MP govt. / UGC etc. as per NEP will be adopted.

**14.9. Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfills all the requirements and passes in all the prescribed courses successfully.

**14.10. Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. Suitable relaxation for participation in sports/cultural and other events/activities will be extended by the concerned Dean/VC. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**14.11. General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.

- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.
- E. Seat Reservation for NRI/ NRI Sponsored / PIO etc. will be as per policy of Govt. of MP / Regulatory Authorities.

**Ordinance No. 15****Doctor of Philosophy (Ph.D.) as per UGC Regulations 2009****15.1 Preamble**

Prestige University offers research programmes leading to the award of the degree of Doctor of Philosophy (Ph.D.). The award of Ph.D. degree is in recognition of high academic achievements, independent research and original contribution in various academic disciplines (as recognized by the University).

The University also encourages research in interdisciplinary areas in academics as well as industrial practices in order to promote creativity, productivity and to open-up new avenues of research work. The academic programme leading to the Ph.D. degree involves a stipulated course work and credit requirements plus producing a research thesis that shall be characterized by the

- Discovery of new facts, or providing a new perspective of interpretation.
- Application of existing facts or postulating a new theory or evaluating an existing theory in new contexts.
- Innovation and development of equipment / product / process making a unique advancement in a technology or a practice or a principle.

It shall demonstrate the research scholar's capacity for critical examination and sound judgement and shall represent original contribution to the existing body of knowledge in a given academic domain. The degree shall be awarded by the University of recognition of research work in various areas recognized by the various faculties / academic departments/ schools of the University, to those who fulfil all the requirements specified in the rules and regulations contained herein after.



### 15.2 Eligibility

The aspiring candidate should have obtained a Master's degree or equivalent in relevant subject from any recognized University in India or abroad securing not less than 55% marks or 5.5 / 10 CGPA in aggregate at the Master's Degree. However, in the case of SC / ST candidates the minimum marks required shall be 50% or 5 / 10 CGPA as per Govt. guidelines. Those candidates who do not have the required minimum percentage (55% marks) in their Master's Degree, should have completed an AIU recognized / AICTE approved postgraduate diploma in the subject area / discipline in which he / she seeks to do a Ph.D. and has secured at least 55% marks in such diploma.

### 15.3 Work / Credit Requirements

All candidates admitted for the Ph.D. programme are required to undergo a 20 credit course work during the first semester of the programme. The courses offered for the Ph.D. programme will be a combination of Lecture Courses, Laboratory Courses, Design Courses, Self-Study Courses, Minor Project Work as the case may be, for the candidates registered under each discipline. The course work will be in two parts.

- The Part 1 comprising of a common module of courses including Research Methodology, and Statistical Methods carrying eight credits in total has to be taken by every Ph.D. candidate irrespective of the discipline under which he / she is registered.
- The Part 2 comprising of all lecture courses, laboratory courses, design courses, self-study courses and minor project work shall carry a maximum of twelve credits. The courses, as prescribed by the Director of the

respective Institute, should be based on the recent developments / literature survey in the areas of research in the respective disciplines.

#### 15.4 Pre-Ph.D. Examination

After the completion of the course work in the first semester, each candidate will be required to take a Pre-Ph. D. examination. It will consist of one written test or lab work of the duration of 2 hours based on the courses taken in part I of the course work. For part II, the candidate is required to produce a paper based on the literature review or a concept paper on his / her area of research to claim the necessary credits.

#### 15.5 Dissertation

After a candidate has passed the Pre-Ph.D. written test, he / she is required to submit the research proposal and make a presentation within two months. It is mandatory that every research scholar will have to submit a half yearly progress report at the end of every semester, till the submission of the final thesis, to the Professor In Charge Research, duly reviewed, evaluated and recommended by his / her supervisor(s) and forwarded by the Director/ Dean of the respective Department/ School. The candidate's progress report for each semester may be graded as satisfactory or unsatisfactory. A candidate has to earn 'satisfactory' grade for all the semesters to be eligible for the final submission of the thesis. If a candidate fails to submit two consecutive half-yearly progress reports on time, or the progress reports submitted by the candidate are not satisfactory, then his / her registration will stand cancelled. Every Ph.D. candidate is required to hold a pre-submission open seminar at least six months before the final submission of the thesis. On completion of the research work, he / she is required to publish at least two papers in refereed journals and then submit to the University.

### 15.6 Programme Duration

The minimum duration for the Ph.D. programme shall be three years / six semesters from the date of confirmation of the registration for the programme to the date of the submission of the thesis. However, a research student may be given relaxation of up to 6 months in the above periods allowing pre-submission of the thesis, provided he / she produces sufficient evidence of having done prior research work resulting in publication of research papers in refereed journals in his / her area of research. Maximum duration of Ph.D. programme is five years / ten semesters from the date of confirmation of registration into the programme to the date of the submission of the thesis. However, the submission of thesis may be extended by not more than one year by the Chairman Board of Research, under special circumstances, on a written request by the student duly forwarded by his / her supervisor and recommended by the Director/ Dean of the Department/ School.

### 15.7 Procedure

Applicants for the Ph.D. programme shall be selected on the basis of an Entrance Test conducted by the University, followed by Personal Interview. Those candidates who have passed the NET / SET / GATE or any other equivalent National Test are exempted from the Entrance Test. However, such candidates shall have to go through the Interview Process. Every admitted candidate will be required to complete the prescribed course work within six months to formally register for Ph.D. programme. He / She will have to register every semester by paying prescribed fees till the submission of the thesis. Every semester the registration shall be subject to the completion of the specified number of credits / courses and / or satisfactory progress of a student in his / her research work duly

certified by the supervisor and recommended by the Directors/ Dean of the respective Department/ School.

- **Interview**

The successful candidates of the entrance test shall have to appear for an interview. The interview board shall consist of all the members of the Departmental Research Committee (DRC) along with four subject supervisors nominated by the Vice Chancellor taking minimum two supervisors from the Department/ School. The candidate are expected to bring the No Objection Letter from the proposed supervisor / co-supervisor and from the head of the research centre. At least one of the supervisor / co-supervisor must be from research centre. The candidate is expected to discuss their research plan and a tentative area and research work. The Board will assess the research potential of the candidates. The Committee shall finalize the list of the candidates admitted to the Ph.D. program in the concerned subject depending upon the merit and availability of seats. It shall also allot the Research centre, Supervisor and Co-Supervisor, if any, and approve the tentative area of the proposed research work. The final list should be immediately submitted to the Registrar. After the approval of the Vice Chancellor, the list shall be notified. While granting admission to students to Ph.D. programme, the committee will follow the guidelines prescribed by UGC and pay due attention to the State Reservation Policy. The committee should also see that only the predetermined number of students shall be admitted to Ph.D. programme. If the Dean of the faculty is not available, then the Vice chancellor shall appoint any other dean or a senior professor of the university to chair the departmental research committee (DRC). Chairman and two other members form the quorum.

- **Allocation of Supervisor**

The allocation of the supervisor for a selected student will be decided by the Department/ School in a formal manner depending on the numbers of student per faculty member, the available specialization among the faculty supervisors, and the research interest of the student as indicated during interview by the student. The allotment / allocation of supervisor shall not be left to the individual student or teacher.

- **Course Work**

After having been admitted, each Ph.D. student shall be required by the University to undertake course work for a minimum period of one semester. The course work shall be treated as per Ph.D. preparation and must include a course on research methodology which may include quantitative methods and computer applications. It may also involve reviewing of published research in the relevant field. The University shall determine the minimum qualifying requirement for allowing a student to proceed further with the writing of the dissertation. If found necessary, course work may also be permitted to be carried out by doctoral candidates in sister Departments / School either within or outside the University as per the guidelines of UGC in vogue for which due credit will be given to them.

- **Registration of the student**

After successful completion of the course work, the student is required to submit the registration form within two months of the declaration of the result. The registration form will be obtained from the University by depositing necessary fee.

The duly filled registration form must be accompanied with a synopsis of his / her proposed research work (in seven copies) approved by the supervisor / co-supervisor and duly forwarded by research centre in a prescribed format, necessary documents and certificates along with the following fees :

- Registration fee
- Tuition fee for six months
- Library fee for six months
- Library caution money (payable once only and refundable)
- Laboratory fee for six months (where laboratory work is involved)
- Identify card fee
- Any other fee as decided by the university
- After payment of fees along with the form of application the candidate will be provisionally admitted, provided that the application is found in order. The candidate shall be required to make an oral presentation of his / her proposed work before.

#### **Evaluation and Assessment Methods**

- o Upon satisfactory completion of course work and research methodology, which shall form part and parcel of Ph.D. program, the Ph.D. scholar shall undertake research work and produce a draft thesis within a reasonable time, as stipulated by the institutions concerned.
- o Prior to submission of the thesis, the student shall make a pre Ph.D. presentation in the department that may be open to all faculty members and research students, for getting feedback and comments,

which may be suitable incorporate into the draft thesis under the advice of the supervisor.

- Ph.D. candidates shall publish one research paper in a referred journal before the submission of the thesis / monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint. The thesis produced by the Ph.D. student in the School / Departments and submitted to the University shall be evaluated by at least two experts, out of which at least one shall be from outside the state. It shall be up to the university to have examiner from outside the country.
- On receipt of satisfactory evaluation reports, Ph.D. students shall undergo a viva voce examination which shall also be openly defended.

#### 15.8 Depository with UGC

- Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all institutions / universities.
- Along with the Degree, the University shall issue a provisional certificate certifying to the effect that the degree has been awarded in accordance with the provisions to these regulations of the UGC.

**Ordinance No. 16****Bachelor of Arts (B.A.)****16.1. Name of the Program**

Bachelor of Arts (B.A.)

The program referred under this Ordinance are as follows: Bachelor of Arts in Economics, Psychology, Literary and Cultural Studies, International Studies, Environmental Studies, Journalism and Mass Communication, Public Policy, Sociology, Political Science and is subject to the recommendation of the concerned Board of Studies as per norms of UGC. Board of Studies is authorized to recommend further additions / alterations in this Ordinance.

**16.2 Name of Faculty and Board of Studies**

Faculty of Arts - Board of Studies of the School concerned.

**16.3 Duration**

The maximum duration for completion of Undergraduate Degree and Undergraduate Degree (Hons. / Research) programme for regular students shall be of 6 and 8 years, respectively, there shall be no such bar for non-collegiate (Private) students.

**16.4 Eligibility**

Candidate seeking admission to the first year of Bachelor of Art Course shall be required to have passed the higher secondary examination (10+2) of M.P. Higher Secondary Board or an examination recognized equivalent there to. Selection for



admission will be made through screening process prescribed by the Admission Committee of the University.

#### 16.5. Admission Process

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

#### 16.6. Number of seats for the program

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

#### 16.7. Fee Structure

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined as per guideline of the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. If a candidate gets his / her admission cancelled before the commencement of the classes, the amount will be deducted as per Higher Education rules and remaining amount will be refunded.

**16.8. Academic System - Semester & Curriculum Related Regulation Ordinance 5 for three / four years undergraduate degree (CBCS Semester Mode) Examination (As per Ordinance No. 6)**

**16.9. Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**16.10. Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**16.11. General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

**Ordinance No. 17****Master of Arts (M.A.)****17.1 Name of the Program**

Master of Arts (M.A.)

This ordinance refers to courses in M.A. (Psychology), M.A. (Economics), M.A. (English), M.A. (Sociology), M.A. (History), M.A. (Public Administration), M.A. (Political Science), M.A. (Hindi), M.A. (Literary & Cultural Studies), M.A. (International Studies), M.A. (Environmental Studies), M.A. (Journalism and Mass Communication), M.A. (Public Policy). These program are subject to the recommendation of the concerned Board of Studies as per norms of UGC. Board of Studies is authorized to recommend further additions / alterations in this Ordinance.

**17.2 Name of Faculty and Board of Studies**

Faculty of Arts - Board of Studies of the School concerned.

**17.3 Duration**

Duration of course will be 2 years spread over 4 semesters consisting of M.A. Previous & M.A. Final year examination. Maximum period of program completion: Three years.

**17.4 Eligibility**

1. A candidate is eligible for admission for M.A. course, if he / she has passed Bachelor Degree in any stream of Arts /Commerce/Science from any recognized University. The candidate shall be eligible for the degree

when he / she has undergone the prescribed course of studies for a period of not less than two years in the University and has passed the required examination in all the subjects as per the norms of UGC.

2. Those appearing in final examination of graduation programs, or equivalent examination and whose results are not declared may also appear in counselling. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand deferred to the forthcoming academic year unless he/she make specific request for withdrawal from the program.

#### **17.5 Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

#### **17.6 Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

#### **17.7 Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined as per guideline of Madhya Pradesh Private Universities Regulatory Commission.

- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. If a candidate gets his / her admission cancelled before the commencement of the classes, the amount will be deducted as per higher education rules and remaining amount will be refunded.

**17.8 Academic System - Semester& Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)**

**17.9 Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**17.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**17.11 General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of

norms prescribed by the Academic Council/ Board of Management of the University.

- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

**ORDINANCE NO. 18****BACHELOR OF COMMERCE (B.Com.)**

*Implementation of New Education Policy 2020 in ordinances for Three/Four years  
(Hons/Research) Bachelor of Commerce (B.Com.)*

- 1) Title of the Degree – Bachelor of Commerce “B.Com.” (Hons/Research)
- 2) Name of Faculty / School – Faculty of Commerce & Management Studies / School of Commerce
- 3) Course Applicability –
  - 3.1) *Three/Four years (Hons/Research) Bachelor of Commerce (B.Com.) Degree* Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.
- 4) Eligibility for Admission :

**Candidate who have passed the duly recognized following examination:-**

  - i) Passed 10+2 examination with relevant subjects from a recognized board with minimum pass marks as prescribed by regulatory authority/council.
  - Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.
- 5) Admission Procedure –

Admissions shall take place on the criteria approved by the Admission Committee and Vice-Chancellor.

**6) Specialization Distribution –**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats –**

Number of seats will be decided from time to time by the Academic Council/MPPURC or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. The provisions of this ordinance shall apply to the three year/six semester Bachelor's Degree or four years/eight semester Bachelor's Degree (Honours/Research) in undergraduate programme **Bachelor of Commerce (B.Com.)**
- ii. The maximum duration for completing the Undergraduate Degree and Undergraduate Degree (Honours/Research) Programme for regular students shall be 6 and 8 years, respectively.
- iii. Depending upon the academic and physical facilities available, the university may earmark seats to a maximum of 10% of the seats sanctioned for the previous year of the programme for lateral entrants in the *second year/third year/fourth year* of a first-degree programme, if the student has successfully completed the first year/second year/third year of the same programme in any institution and wants to re-enter into the programme.
- iv. To enable multiple entry and exit points in the academic programmes, qualifications such as certificate, diploma, and degree are organized in a series of levels in an ascending order from level 5 to level 8. Level 5 represents certificate and level 8 represents Bachelor Degree (Honours/Research) (Table 1). The four-year undergraduate programme shall comprise courses under following subjects/Categories:
  - a. Disciplinary/interdisciplinary/Major (48 credits)
  - b. Disciplinary/interdisciplinary/Minor (32 credits)
  - c. Generic Elective (16 credits)



- d. Discipline Specific Elective (16 credits)
- e. Skill Enhancement Courses/Vocational Courses (12 credits)
- f. Ability Enhancement Courses (08 credits)
- g. Field projects/ internship/ apprenticeship/ community engagement and service/ research project (28credits).
- h. Qualification and Credit Requirements are given in Table. 2. The *entry and exit* options for students, who enter the undergraduate programme, are as follows:

#### 1st Year

**Entry 1:** The entry requirement for Level 5 is successful completion of Class 12<sup>th</sup> from M.P.Board of Secondary Education, Bhopal or an equivalent examination from any other board recognised by the State Government/University. A programme of study leading to entry into the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 1:** If a student pass all the courses of Level 5 and earns requisite number of credits, the student will become entitled for *Undergraduate certificate in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate certificate* in hand.

#### 2nd Year

**Entry 2.** The entry requirement for *Level 6 is successful completion of Level 5*. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit 2:** If a student passes all the courses of Level 5&6 and earns requisite number of credits, the student becomes entitled for *Undergraduate Diploma in the faculty of her/his Major Subject*. If she/he wants to exit, can exit the programme with *Undergraduate Diploma* in hand. A diploma requires 80 credits with 40 credits in each of the two levels.

#### 3rd Year

**Entry 3.** The entry requirement for *Level 7 is successful completion of Level 5&6*. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirements.

**Exit 3:** If the student passes all the courses of Level 5 to 7 i.e. first to six semesters and earns requisite number of credits, the student becomes entitled for the *Undergraduate Degree in the faculty of her/his Major Subject*. A Bachelor's degree requires 120 credits from level 5 to 7, with 40 credits at level 5, 40 credits at level 6, and 40 credits at level 7.

#### 4th Year

**Entry 4.** An individual seeking admission to a *Bachelor's degree (Honours/Research) (Level 8)* in a specified field of learning would have completed all requirements of the relevant *three-year bachelor degree (Level 7)*. After completing the requirements of a three-year Bachelor's degree, candidates who meet a minimum CGPA of 7.5 shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honours/ Research) degree.

**Exit 4:** If the student passes all the courses of level 5 to 8 and earns the requisite credits, the student becomes entitled for *Undergraduate Degree (Honours/Research) in the faculty of her/his the Major Subject*. A Bachelor's degree (Honours/Research) requires a total of 160 credits from level 5 to 8, with 40 credits at level 5, 40 credits at level 6, 40 credits at level 7, and 40 credits at level 8.

**Table-1: Qualification Type and Credit Requirements –**

Levels	Qualification title	Credit requirements
Level 5	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme. (Programme duration: first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two years (four semesters) of the undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor' Degree in the faculty of the Major Subject (Programme duration: Three years or six semesters)	120

Level 8	Bachelor' Degree in the faculty of Major Subject (Honours/Research) (Programme duration: Four years or eight semesters).	160
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The credits will be awarded by the university. The credit can be calculated as follows:

- One hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of 15 weeks resulting in the award of **one credit**;
- Credits' for internship shall be **one credit per week** of internship, subject to a **maximum of six credits in a semester**.
- v. The minimum duration of the *undergraduate degree programme* shall be of three academic years/six semesters whereas that of *undergraduate degree leading to Honours/Research* shall be of four academic years/eight semesters.
- vi. A student who leaves the course anytime in the middle of the programme will retain the credits earned so far which will be restored/transferred as and when she/he enters the programme again.
- vii. The maximum duration for completion of *Undergraduate Degree* and *Undergraduate Degree (Honours/ Research)* programme for regular students shall be of 6 and 8 years, respectively; there shall be no such bar for non-collegiate (private) students.

## 9) TYPES OF COURSES

Courses are the basic units of education and/or training. Types of courses shall be as follows:

- i. **Core Course:** Such courses which shall compulsorily be studied by the student as a core requirement of the programme.
- ii. **Elective Course:** General course, which can be chosen by the student from a pool of courses, which is specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure of some other discipline/subject/domain to nurture the candidate's proficiency or skill is called an Elective Course.
  - a. **Discipline Specific Elective (DSE) Course:** Elective courses offered from the main discipline/subject of study are referred to as Discipline Specific Elective. The University may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

**b. Dissertation/Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a student studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. It is considered as a special course involving application of knowledge in solving/analysing/exploring a real life situation /difficult problem for bachelor degree with honours/research. A Project/Dissertation work would be of credits, as decided by the competent body. The student will do this work under the guidance of a faculty member.

**iii. Generic Elective (GE) Course:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure of other field is called a Generic Elective course.

*P.S.: A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice-versa and such electives may also be referred to as Generic Elective Course.*

**iv. Ability Enhancement Courses (AEC):**

The Ability *Enhancement* Courses (AEC) are of two types:

- Ability Enhancement Compulsory Courses (AECC)
  - Skill Enhancement Courses (SEC) or Vocational Courses.
- “AECC” courses are the courses based upon the content that leads to Knowledge enhancement, such as;
- Environmental Education
  - English/Hindi Communication are mandatory for all disciplines.

SEC courses are value-based/skill-based and may also be designed to focus on enhancement of skills pertaining to the Major Subject. They are aimed to provide hands-on-training, competencies, skills, etc.

- v.** The syllabus for a specific programme will be decided by the concerned Board of Studies of the University.

**Course Structure –**

**10.1 First Year (Level 5):**

A student shall be declared to have successfully completed the Level 5, if he/she acquires credits as given in Table 2.

The student can choose his/her major, minor subjects and the generic elective subject if he/she fulfils the pre-requisites prescribed by the concerned Board of Studies. A student passing Grade in 12<sup>th</sup> with science can take admission in Level 5 with major and minor subjects from science/arts/commerce faculty; a student passing grade 12<sup>th</sup> with commerce faculty can take major and minor subjects from commerce/arts faculty, whereas a student passing grade 12<sup>th</sup> with arts faculty can choose major and minor subjects from arts faculty only. Major and Minor subjects shall belong to the same faculty (which will be called as the Main faculty), whereas generic elective subject can be chosen from any faculty. However, allotment of choices will be subject to the provisions of admission guidelines.

#### 10.2 Second Year (Level 6):

A student shall be declared to have successfully completed the Level 6, if he/she acquires credits as given in Table 2.

The student shall be given the single chance at the entry of level 6 to interchange the major and minor subjects, however, in such cases, it will be responsibility of the students to earn additional credits to fulfil the minimum requirement of credits prescribed for the major course; and only after fulfilment of such credits he/she will be entitled to earn an Undergraduate Diploma or an Undergraduate Degree.

#### 10.3 Third Year (Level 7):

A student shall be declared to have successfully completed the Level 7, if he/she acquires credits as given in Table 2.

#### 10.4 Fourth Year (Level 8):

a) **Bachelor with Honours:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Honours degree, if he/she acquires credits as given in Table 2.

b) **Bachelor with Research:** A student shall be declared to have successfully completed the Level 8 for Bachelor with Research degree, if he/she acquires credits as given in Table 2.

- The nomenclature of degrees shall strictly conform to the relevant provisions of the act/regulations/guidelines of the UGC.

#### 10.5 Credit Distribution for Semester:

The credit distribution for first to eight semesters related to Levels 5 to 8 shall be as per the Table 1.

#### 10.6 Additional Courses:

In the categories of minor subject, generic elective and skill enhancement courses/vocational courses, a student may earn up to additional 6 credits per year in the entire tenure of 3-year undergraduate degree programme after paying due fees for registration and examination.

11) Table-2: Proposed Structure for Undergraduate Programme: UGC CBCS System for University-

Level	Semester	Main Faculty (as per prerequisite)		Any Faculty		Skill Enhancement Course (SEC)	Ability Enhancement Course (AEC)	DSE	Field projects/internship/apprenticeship/communitary engagement and service	# Inter/Intra Faculty	Credits	Qualification title (Credit requirement)
		Subject I	Subject II	Subject III	Generic Elective Course							
Level 5	1	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)		1 (4Credits)				6+6+4+4 = 20	(40)
	2	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)		1 (4Credits)				6+6+4+4 = 20	Undergraduate Certificate in Main Faculty (80)
	3	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)						6+6+4+4 = 20	Undergraduate Diploma in Main Faculty
Level 6	4	1 (6Credits)	1 (6Credits)	1 (4Credits)	1 (4Credits)						6+4+4+4 = 20	(120)
	5	1 (6Credits)				1 (4Credits)		DSE-1 (4credits)	Field project/internship/ apprenticeship 1 (6 Credits)		6+4+4+6 = 20	Bachelor Degree in Main Faculty
Level 7	6	1 (6 Credits)						DSE-2 (4credits) DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)		6+4+4+6 = 20	(160)
	7	1 (6 Credits)	1 (6 Credits)					DSE-3 (4 credits)	Field project/internship/ apprenticeship 1 (6 Credits)		6+4+4+6 = 20	Bachelor Degree (Honours) in Main Faculty
Level 8	8	1 (6 Credits)	1 (4 Credits)						1 (10Credits) Research Project		6+4+10 = 20	Bachelor Degree (Research) in Main faculty
Total		48Credits	32Credits	16Credits	12Credits		08Credits	16 credits	28Credits		160 Credits	

**12) Choice to Select the MOOC Courses:**

- 12.1** The University/UTD/SOS can allow up to 40% of the total credits being offered in a particular programme in a semester through the online learning courses provided under SWAYAM platform or any other MOOC platform recognised by the central government or the state government for credit transfer.
- 12.2** The students will have the choice to opt elective-generic/Skill Enhancement/Ability Enhancement courses from the courses available within the University/UTD or in other UTDs of the same universities but from same level of the programmes. An alternate choice will also be available to the students to opt courses from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) platform with the permission of the UTD.
- 12.3** The UTDs shall offer elective-generic courses in each programme on merit basis across the disciplines. The number of seats in the course will depend on available facilities in the University/UTD.
- 12.4** The students can also opt a course under DSE of Major subject from Massive Open Online Courses (MOOCs) available at SWAYAM platform.
- 12.5** The University will take a decision for allowing the online courses of SWAYAM if:
- The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
  - Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the stipulated fee to SWAYAM for registering the course, if required.
  - While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the UTD. The parent institution must designate a course coordinator/facilitator to guide the students throughout the course and to facilitate/ conduct the lab/ practical sessions/ examinations.
- 12.6** The requirement of project/dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be

undertaken in any of the National and State Laboratories/Institutes/Universities/ Companies /Industries with the approval of UTD.

**13) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**14) Medium of Instruction –**

Medium of instruction and examinations would be English/ Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**15) Attendance –**

- i. Requirement of attendance will be as per University Ordinance governing the examinations. In general attendance of at least seventy-five percent of theory lectures and practical's separately will be required in each course to sit in the semester end examination.
- ii. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/sessional held in each course may be condoned by the Vice Chancellor of University.

**16) Examination & Evaluation –**

- i. Generally each course will correspond to an examination paper comprising of external and internal valuations. The semester theory examinations will be of 3



- hours. The credit structure for theory /practical/ tutorial, internal, and external examinations and total marks for an examination are shown in the Table 3.
- ii. The question paper of the external examination should preferably contain long answer, short answer and objective type questions. The continuous evaluation of the student will be conducted at three points of time in a semester by conducting three tests of 20 marks each. of these, two must be written tests and the third may be written test/Quiz/Seminar/Assignment for theoretical courses. Marks obtained in best two tests out of three will be awarded to the student. Each student shall have to appear in at least two tests and End Semester Examination; failing which, the student will be awarded Ab Grade in that course. In case of Laboratory/Field/Project work based courses, appropriate distribution of marks for Practical Record/Project Report, Practical Semester end exam, viva, if any be decided by the UTD. In case of internal assessment, University shall distribute and design their assessment so that at least two tests are conducted in a semester.
  - iii. UTD may design their own mode of internal assessment with due approval from respective academic council in view of the "Evaluation Reforms in Higher Educational Institutions, 2019" published by the UGC.
  - iv. Total marks obtained in Semester-End Examination and continuous evaluation will be considered for awarding the grade in the course as explained in Table 3.
  - v. The grading will be made on 10-point scale as described below:

Table-3

Letter Grade	Grade Points	Description	Range of Marks (%)
A+	10	Excellent	90-100
A	9	Very Good	80-89
B+	8	Good	70-79
B	7	Above Average	60-69
C	6	Average	50-59
F	0	Fail	0-49
Ab	0	Absent	Absent

- vi. In case, statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks, then grading will be done in the following manner:
- vii. If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.
- viii. If a student obtains For Ab grade in any course(s), he/she will be treated to have failed in the course(s). He/she has to reappear in the examinations of that course(s) as and when conducted by the University. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat semester-end examination to decide the grade in the repeat course(s).
- ix. The student will be promoted to the next semester if he/she secures at least half of the total credits in a semester. In case the student secures less than half of the total credits in any semester, then the student will be declared fail in that semester and he/she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.
- x. If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least half of the total credits in a semester and fails in some courses offered in that semester then he/she will be provisionally promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/she fails.
- xi. If the student fails to pass all the courses in the next ATKT examination, the provisional promotion will be terminated, but he/ she will be given second chance to pass the failed courses. If the student does not successfully complete the concerned semester even after the aforesaid second chance, she/he shall be treated as fail in that semester and will be asked to repeat the entire semester and that semester will be treated as zero semester.
- xii. Repetition of a theory/practical course is allowed only to those candidates who get F or Ab grade in the course or has failed in the semester. The student has to pay the prescribed fee for repeating the course.

- xiii. On account of valid reasons, a student may withdraw from a semester. In such case that semester will be treated as zero semester.
- xiv. In case of zero semester, the student will not be promoted to the next semester till he/she clears that semester. The university may allow such a student to re-register in that semester in the coming semesters. The student has to pay semester fee again in such case and may not be eligible for scholarships. If the student withdraws within one month from starting of the academic semester then semester fee will not be charged again.
- xv. The provision for review of answer book in semester system will be available as per the existing rules of the University.
- xvi. The theoretical and practical courses can be repeated whenever offered or conducted by the University/UTD but within maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.
- xvii. Applicable to UTDs in the same universities: The UTD, where students from other UTDs are registered for choice based elective course(s), will send the Grade to the concerned UTD where the student is enrolled. The result will be declared by the UTD where the student has taken admission.



**17) Evaluation and Certification of MOOCs and Vocational courses:**

The guidelines of the University/ SWAYAM portal/ UGC shall be followed for evolution and certification of MOOCs, Vocational courses, Field- Projects/ Internship/ Apprenticeship/ Community engagement & service/Research Project.

**18) Calculation of SGPA/CGPA:**

- i. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of credit points secured by the student, except the credits of additional courses, if any. The, SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.
- ii. SGPA is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$SGPA = \frac{\sum_{i=1}^n ci pi}{\sum_{i=1}^n ci}$$

Where  $ci$  is the number of credits offered in the  $i^{th}$  subject of a semester for which SGPA is to be calculated,  $pi$  is the corresponding Grade Point (GP) earned in the  $i^{th}$  subject, where  $i= 1,2, \dots, n$  are the number of subjects in that semester.

- iii. CGPA is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$CGPA = \frac{\sum_{j=1}^m SGj NCj}{\sum_{j=1}^m NCj}$$

Where  $NCj$  is the number of total credits offered in the  $J^{th}$  semester,  $SGj$  is the SGPA earned in the  $J^{th}$  semester, where  $j=1, 2, \dots, m$  are the number of semesters in that course.

- iv. On completing all requirements for award of the undergraduate certificate/ diploma/ degree, the CGPA will be calculated and this value will be indicated on the certificate/diploma/degree. The 3-years and 4-years undergraduate degrees should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 7.50 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.00 above but less than 7.5
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.00

- v. The conversion of CGPA into percentage will be as follow to facilitate its application in other academic matters:
- vi. Equivalent Percentage =  $CGPA \times 10$
- vii. The percentage will be rounded off up to second decimal point.
- viii. The student will be examined by the university as per the prevailing syllabus and scheme of examination.
- ix. The candidate shall be awarded a certificate/diploma/degree when he/she successfully earns the minimum requisite credits for the certificate/diploma/degree.
- x. A Grade Card shall be issued to all the students after every semester based on the grades earned. The course details (code, title, number of credits, grade secured) along with SGPA of every semester and CGPA earned till that Academic Year will be displayed in the grade card.

#### 19) Credit Transfer:

- i. The credit transfer shall be implemented as per the policy of the university framed in accordance with the guidelines issued by the UGC from time to time.
- ii. The member institutions of the Academic Bank of Credit established vide University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 shall accept and transfer the credits as per the provisions of this regulation as amended from time to time.
- iii. Except for the cases of provisional promotions, the universities established by M.P. University Act, 1973 shall facilitate credit transfer of students between them. However, the student may be required to fulfil some eligibility criteria, drawing

parity for a course, framed by the university in which the admission is sought by the student.

- 20) If any question arises relating to the interpretation of the provisions of this ordinance, it shall be referred to the Academic Council of the University whose decision thereon shall be applicable.
- 21) The guidelines, related to this programme, issued by the statutory bodies e.g. UGC/ AICTE/ BCI/ NCTE/ PCI issued from time to time will be adopted for implementation.
- 22) In matters not covered under this Ordinance, general rules of the University shall be applicable; otherwise the directions of the state government shall be applicable.
- 23) If UGC notifies any change in future in its Regulations in this regard, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University (in case of UTDs) and shall be implemented with immediate effect.
- 24) **General Instruction –**
  - i. The admission to the B.Com. Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of the Principal/ Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 25) The various Branch/Discipline in the B.Com. programmes in the Faculty of Commerce & Management Studies / School of Commerce shall include in the fields of

Accounting & Finance, Banking & Finance, Accounting & Taxation, . Business Administration, Applied Economics, E-commerce, Financial accounting, Banking & Insurance, Human Resources, Entrepreneurship, Accounting & Auditing, Marketing, Actuarial Science, Organizational Psychology, Statistics, Computer Application, Law, Operations Management, Foreign Trade.

- 26) The list of various specializations of **B.Com.** courses shall include the current courses/programme as well as proposed in future. However, all **B.Com.** programmes with various specializations at present & in future shall run and governed through this ordinance.
- 27) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 28) In future, more number of **Three/Four Year Under Graduate Degree Programmes/** Courses with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.
- 29) The University shall also offer more number of **Commerce & Management** related UG Courses/programmes, with the various specialization titles, which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 30) This Ordinance shall be applicable to all **Under Graduate Degree Programmes/Courses of Three/Four Year** duration, Regular in nature, full time in the area of **Commerce & Management and related/allied stream**, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**ORDINANCE NO. 19**  
**MASTER OF COMMERCE (M.Com.)**  
**2-YEARS MASTER DEGREE IN COMMERCE AND**  
**RELATED/ ALLIED STREAMS**

- 1) **Title of the Degree – Master of Commerce (M.Com.)**
- 2) **Name of Faculty/School–Faculty of Commerce & Management Studies/School of Commerce.**
- 3) **Course Applicability –**
  - 3.1) **2-Year Master of Commerce (M.Com.) Degree Program** shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/alterations to this Ordinance with the approval of MPPURC and Government of M.P.
  - 3.3) The Degree will include areas of study / subject / specialization as recommended by the Academic Council and concerned Board of Studies of the University.

4) **Eligibility for Admission :**

**Candidate who have passed the duly recognized following examination:-**

- i) Minimum qualification for admission in **Master of Commerce (M.Com.)** shall be the qualifying Graduation with relevant subjects conducted by any recognized university.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

5) **Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Branch/Specialization Distribution—**

Admission to the particular branch of study shall be decided by the University on the basis of counseling/ personal interview.

**7) Number of Seats—**

Number of seats will be decided from time to time by the Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement —**

- i. Scheduled period for the completion of above course is **2 years**, based on either semester or Annual exam system.
- ii. Maximum duration of Program completion is **4 years**.
- iii. Semester system will comprise of 2 semesters with each semester consisting minimum 90 teaching days and annual system will consist of minimum 180 teaching days.
- iv. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.

**9) Course Structure —**

Course structure shall be as per the recommendation of the concerned Board of Studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure —**

- i. All the fees categories including, Program fee and the examination fee, shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester/ year.
- iii. Fees, once paid, and if the student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iv. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction—**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance—**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination—**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Degree—Eligibility for Award of the above course Degree—**

A student shall be declared to be eligible for award of the degree if, he/ she has:

- i. A student shall be declared to be eligible for award of the 2-year Degree, if he/she fulfils all requirements set by regulatory authority.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc, and
- v. No disciplinary action is pending against him/her.

**15) General Instruction—**

- i. The admission to the above Courses shall be governed in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.

- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which is final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) At present in the Faculty of Commerce & Management Studies / School of Commerce, Degree of M.Com. shall include the Branches/Specialization of Accounting & Finance, Tax Procedure & Practice, Economics & Management, Computer Application, e-Commerce, Banking & Insurance, Business Ethics & Business Law, Corporate Administration & Secretarial Practice, Applied Economics, Financial Management, Marketing Management, Human Resources Management, Financial Analysis & Control, Investment & Security Analysis, Portfolio Management, Banking & Finance, Accounting & Taxation, Business Administration, Financial accounting, Entrepreneurship, Accounting & Auditing, Marketing, Actuarial Science, Organizational Psychology, Statistics, Law, Operations Management, Foreign Trade etc.
  - 17) The list of various Branches/specializations of M.Com, course shall include the current courses/programme as well as proposed in future. However, all M.Com. and other Master Courses/ programmes like Master of Finance & Investment Analysis (MFIA), Master of Corporate Administration (M.Corpo.Admin.), Master of Secretarial Practice (MSP), Master of Business Economics (MBE) etc. with various Branches/specializations at present & in future shall run and be governed by this ordinance.
  - 18) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like on-line, e-learning, face-to-face, webinars etc.
  - 19) These programmes are offered by the Faculty of Faculty of Commerce & Management Studies / School of Commerce recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
  - 20) In future, more branches/ specializations/ courses/ programmes of M.Com can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the

industry/ society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various faculties/ departments/ centers/ institutes located in University campus.

- 21) The University shall also offer more number of Two Years Master Degree programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- 22) This Ordinance shall be applicable to all Two Years Master Degree M.Com and others as mentioned above in this ordinance, in the area of Commerce and related/allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

**Ordinance No. 20****Bachelor of Science (B.Sc.)****20.1 Name of the Program**

UG Program – Bachelor of Science (B.Sc.)

The program referred under this Ordinance are B.Sc. (Data Science), B.Sc. (Nano Science), B.Sc. (Physics), B.Sc. (Chemistry), B.Sc. (Financial Mathematics), B.Sc. (Environmental Science). These program are subject to the recommendation of the respective Board of Studies as per norms of UGC/ AICTE. Board of Studies is authorized to recommend further additions / alterations in this Ordinance

**20.2 Name of Faculty and Board of Studies**

Faculty of Engineering and Technology – Board of Studies of the concerned School.

**20.3 Duration**

The maximum duration for completion of Undergraduate Degree and Undergraduate Degree (Hons. / Research) programme for regular students shall be of 6 and 8 years, respectively, there shall be no such bar for non-collegiate (Private) students.

**20.4 Eligibility**

1. Every candidate seeking admission to these courses must have passed Higher Secondary (10+2) or an equivalent course with minimum 40% marks in aggregate recognized from M.P. Board / CBSE / or recognized body. The eligibility criterion for admission in individual course will be decided by the Board of Studies of the School concerned.

2. Those appearing in 10+2 (Class XII) final, or equivalent, examination and whose results are not declared may also appear in counseling. Such candidate will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand deferred to the forthcoming academic year unless he/ she make specific request for withdrawal from the program.

#### **20.5. Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

#### **20.6 Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

#### **20.7 Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. If a candidate gets his / her admission cancelled before the commencement of the classes, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and

any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session of the program, no tuition fee and other fee (except Caution Money) shall be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

**20.8 Academic System – Semester & Curriculum Related Regulation Ordinance 5 for three / four years undergraduate degree (CBCS Semester Mode) Examination (As per Ordinance No. 7)**

**20.9 Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**20.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**20.11 General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.



- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

**Ordinance No. 21****Master of Science (M.Sc.)****21.1 Name of the Program**

PG Program - Master of Science (M.Sc.)

The program referred under this Ordinance are M.Sc. (Data Science), M.Sc. (Nano Science), M.Sc. (Physics), M.Sc. (Chemistry), M.Sc. (Financial Mathematics), M.Sc. (Environmental Science). These program are subject to the recommendation of the respective **Board of Studies** as per norms of UGC/ AICTE. Board of Studies is authorized to recommend further additions/ alterations in this Ordinance.

**21.2 Name of Faculty and Board of Studies**

Faculty of Engineering and Technology - Board of Studies of the concerned School.

**21.3 Duration**

Full time program shall comprise of the course of study spread over a period of two years i.e. four semesters. Maximum period of program completion: three years.

**21.4 Eligibility**

Minimum qualification for admission to the first semester of M.Sc. Programs must have passed Bachelor of Science (B.Sc.) or equivalent examination from a University approved by UGC, New Delhi / AIU, New Delhi in appropriate discipline with at least 50% marks or equivalent Grade in the aggregate. Candidates belonging to Reserved Categories shall get relaxation in the qualifying marks as per the norms.

**21.5 Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

**21.6 Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UCC as applicable from time to time.

**21.7 Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. If a candidate gets his / her admission cancelled before the commencement of the classes, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session of the program, no tuition fee and other fee (except Caution Money) shall

be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

**21.8 Academic System - Semester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)**

**21.9 Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**21.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**21.11 General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

**Ordinance No. 22****Integrated Dual Degree Program B.Sc. + M.Sc.****22.1 Name of the Program**

Integrated Dual Degree Program – B.Sc. + M.Sc.

The program referred under this Ordinance are B.Sc. + M.Sc. (Data Science), B.Sc. + M.Sc. (Nano Science), B.Sc. + M.Sc. (Physics), B.Sc. + M.Sc. (Chemistry), B.Sc. + M.Sc. (Financial Mathematics), B.Sc. + M.Sc. (Environmental Science). These program are subject to the recommendation of the respective **Board of Studies** as per norms of UGC/ AICTE. Board of Studies is authorized to recommend further additions / alterations in this Ordinance

**22.2 Name of Faculty and Board of Studies**

Faculty of Engineering and Technology – Board of Studies of the concerned School.

**22.3 Duration**

Full time program shall comprise of the program of study spread over a period of five years in which for B.Sc. duration is 3 years and M.Sc. duration is two year. Maximum period of program completion: seven years.

**22.4 Eligibility**

- 1 Every candidate seeking admission to these courses must have passed Higher Secondary (10+2) or an equivalent course with minimum 40% marks in aggregate recognized from M.P. Board / CBSE / or recognized

body. The eligibility criterion for admission in individual course will be decided by the Board of Studies of the School concerned.

- 2 Those appearing in 10+2 (Class XII) final, or equivalent, examination and whose results are not declared may also appear in counseling. Such candidate will be admitted provisionally, subject to the submission of proof of passing in qualifying examination. In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand deferred to the forthcoming academic year unless he/ she make specific request for withdrawal from the program.

#### 22.5 Admission Process

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

#### 22.6 Number of seats for the program

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

#### 22.7 Fee Structure

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.

- iii. If a candidate gets his / her admission cancelled before the commencement of the classes, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session of the program, no tuition fee and other fee (except Caution Money) shall be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

**22.8 Academic System - Semester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)**

**22.9 Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**22.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**22.11 General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.



**Ordinance No. 23****Bachelor of Design (B. Des.)****23.1 Name of the Program**

Bachelor of Design (B. Des.) - Four Years Graduate Program  
The programs referred under this Ordinance are Bachelor of Design (B. Des.) in Industrial Design, Bachelor of Design (B. Des.) Fashion Design, Bachelor of Design (B. Des.) Interior Design. These programs are subject to the recommendation of the concerned Board of Studies as per norms. Board of Studies is authorized to recommend further additions / alterations in this Ordinance.

**23.2 Name of Faculty and Board of Studies**

Faculty of Design - Board of Studies of the school of Design and Applied Art.

**23.3 Duration**

Schedule Period of Program completion: 4 years

Maximum period of program completion: 6 years

**23.4 Eligibility**

Minimum qualification for admission to the first year B. Des. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board / University.

**23.5 Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

**23.6 Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

**23.7 Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. If a candidate gets his / her admission cancelled before the commencement of the session, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session of the program, no tuition fee and other fee (except Caution Money) shall be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

**23.8 Academic System - Semester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)**

**23.9 Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**23.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**23.11 General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

**Ordinance No. 24****Masters of Design (M. Des.)****24.1 Name of the Program**

Masters of Design (M. Des.)

The programs referred under this Ordinance are Masters of Design (M. Des.) in Industrial Design, and Masters of Design (M. Des.) in Fashion Design, Masters of Design (M. Des.) in Interior Design. These programs are subject to the recommendation of the concerned Board of Studies as per norms. Board of Studies is authorized to recommend further additions / alterations in this Ordinance.

**24.2 Name of Faculty and Board of Studies**

Faculty of Design – Board of Studies of the school of Design and Applied Art.

**24.3 Duration**

Schedule Period of Program completion: 2 years

Maximum period of program completion: 3 years

**24.4 Eligibility**

Candidate shall have passed B. Des. or equivalent examinations approved by the regulatory authority in appropriate branch and appropriate university / institute with at least 50% marks in the aggregate at final year examination or any other qualification as recommended by AICTE for a particular course. Candidate belonging to SC / ST categories will get a relaxation as per the norms in the qualifying marks.

**24.5 Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

**24.6 Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

**24.7 Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. If a candidate gets his / her admission cancelled before the commencement of the classes, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session

of the program, no tuition fee and other fee (except Caution Money) shall be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

**24.8 Academic System - Semester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)**

**24.9 Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**24.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**24.11 General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

Ordinance No. 25**Bachelor of Technology (B. Tech)****25.1 Name of the Program**

Bachelor of Technology (B. Tech) - Four Years Graduate Program  
The programs referred under this Ordinance are Bachelor of Technology (B.Tech) in Computer Science, Bachelor of Technology (B.Tech) Microprocessor, Bachelor of Technology (B.Tech) Cyber Security, Bachelor of Technology (B.Tech) Data Science. These programs are subject to the recommendation of the concerned Board of Studies as per norms of AICTE. Board of Studies is authorized to recommend further additions / alterations in this Ordinance.

**25.2 Name of Faculty and Board of Studies**

Faculty of Engineering and Technology - Board of Studies of the concerned school.

**25.3 Duration**

Schedule Period of Program completion: 4 years

Maximum period of program completion: 6 years

**25.4 Eligibility**

- i. Minimum qualification for admission to the first year B. Tech shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board / University.
- ii. Candidates who have qualified the Diploma course in related branch of engineering from M.P. Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to first semester of B.Tech. Course.

- iii. Minimum qualification for direct admission to second year Bachelor of Engineering Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh or Central Government of AICTE, New Delhi or any other competent authority.

**25.5. Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

**25.6 Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

**25.7 Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. If a candidate gets his / her admission cancelled before the commencement of the classes, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any



program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session of the program, no tuition fee and other fee (except Caution Money) shall be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

**25.8 Academic System - Semester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)**

**25.9 Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**25.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7 Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**25.11 General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of

- norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

**Ordinance No. 26****Master of Technology (M.Tech)****26.1 Name of the Program**

Master of Technology (M.Tech)

The programs referred under this Ordinance are Master of Technology (M.Tech) in Computer Science, Master of Technology (M.Tech) Microprocessor, Master of Technology (M.Tech) Cyber Security, Master of Technology (M.Tech) Data Science. These programs are subject to the recommendation of the concerned Board of Studies as per norms of AICTE. Board of Studies is authorized to recommend further additions / alterations in this Ordinance.

**26.2 Name of Faculty and Board of Studies**

Faculty of Engineering and Technology - Board of Studies of the concerned school.

**26.3 Duration**

Schedule Period of Program completion: 2 years

Maximum period of program completion: 3 years

**26.4 Eligibility**

- i. Candidate shall have passed B.E. / B. Tech or equivalent examinations approved by the AICTE in appropriate branch and appropriate university / institute with at least 55% marks in the aggregate at final year examination or any other qualification as recommended by AICTE for a particular course. Candidate belonging to SC / ST categories will get a relaxation as per the norms in the qualifying marks.
- ii. Applicants possessing valid GATE score shall be given preference over those candidates who do not possess GATE score for full time course.

- iii. Non-GATE qualified candidates may also be considered, if GATE qualified candidates are not available. Admission to Non-GATE candidates as well as sponsored candidates shall be based on screening process prescribed (written test and/or interview) conducted by the University.

#### 26.5 Admission Process

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

#### 26.6 Number of seats for the program

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

#### 26.7 Fee Structure

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. If a candidate gets his / her admission cancelled before the commencement of the classes, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any

program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session of the program, no tuition fee and other fee (except Caution Money) shall be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

**26.8 Academic System - Semester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)**

**26.9 Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**26.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**26.11 General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of

norms prescribed by the Academic Council/ Board of Management of the University.

- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

**Ordinance No. 27****Integrated Dual Degree Program – B. Tech + M. Tech****27.1 Name of the Program**

Integrated Dual Degree Program – B.Tech. + M. Tech. Bachelor of Technology (B. Tech) + Master of Technology (M.Tech.) – Four Years Graduate and Two Year Post Graduate Program.

The programs referred under this Ordinance are Bachelor of Technology (B. Tech) + Master of Technology (M.Tech.) in Computer Science, Bachelor of Technology (B. Tech) + Master of Technology (M.Tech.) Microprocessor, Bachelor of Technology (B. Tech) + Master of Technology (M.Tech.) Cyber Security, Bachelor of Technology (B. Tech) + Master of Technology (M.Tech.) Data Science. These programs are subject to the recommendation of the concerned Board of Studies as per norms of AICTE. Board of Studies is authorized to recommend further additions / alterations in this Ordinance.

**27.2 Name of Faculty and Board of Studies**

Faculty of Engineering and Technology – Board of Studies of the concerned school.

**27.3 Duration**

Schedule Period of Program completion: 6 years

Maximum period of program completion: 8 years

**27.4 Eligibility**

- i. Minimum qualification for admission to the first year B. Tech shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary

Education or an equivalent examination from a recognized Board / University.

- ii. Candidates who have qualified the Diploma course in related branch of engineering from M.P. Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to first semester of B.Tech. Course.
- iii. Minimum qualification for direct admission to second year Bachelor of Technology Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh or Central Government or AICTE, New Delhi or any other competent authority.
- iv. The admission to B. Tech course shall be governed by the rules of the technical education and training department government of Madhya Pradesh Bhopal and / or any other competent authority of the state government of Madhya Pradesh or Central Government.

#### 27.5. Admission Process

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

#### 27.6 Number of seats for the program

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

#### 27.7 Fee Structure

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall



- be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
  - iii. If a candidate gets his / her admission cancelled before the commencement of the classes, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session of the program, no tuition fee and other fee (except Caution Money) shall be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

**Academic System - Semester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)**

**Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**0 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of

dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

#### 27.11 General Instructions

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

**Ordinance No. 28****Bachelor of Pharmacy Program (B. Pharm.)****28.1 Name of the Program**

Bachelor of Pharmacy Program (B.Pharm.)

The program referred under this Ordinance is subject to the recommendation of the **Board of Studies** and as per norms of PCI and / or AICTE. Board of Studies is authorized to recommend further additions / alterations in this Ordinance.

**28.2 Name of Faculty and Board of Studies**

Faculty of Pharmacy – Board of Studies of School of Pharmacy.

**28.3 Duration**

Schedule period of Program completion: 4 years

Maximum period of program completion: 6 years

**28.4 Eligibility for Admission**

Candidates who have passed Intermediate of State Board or (10+2) standard from Boards with Physics, Chemistry and Mathematics/ Biology as compulsory subject.

**28.5 Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

**28.6 Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

**28.7 Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. If a candidate gets his / her admission cancelled before the commencement of the classes, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session of the program, no tuition fee and other fee (except Caution Money) shall be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

**28.8 Academic System - Semester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)****28.9 Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**28.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**28.11 General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

Ordinance No. 29**Masters in Pharmacy Program (M.Pharm.)****29.1 Name of the Program**

Masters in Pharmacy Program (M.Pharm.)

The program referred under this Ordinance is subject to the recommendation of the Board of Studies and as per norms of PCI and / or AICTE. Board of Studies is authorized to recommend further additions / alterations in this Ordinance.

**29.2 Name of Faculty and Board of Studies .**

Faculty of Pharmacy – Board of Studies of School of Pharmacy.

**29.3 Duration**

Schedule period of Program completion: 2 years

Maximum period of program completion: 3 years

**29.4 Eligibility for Admission**

Candidate for admission to first year of the M. Pharma Post Graduate Degree Course shall be required to have qualified for the B. Pharm Degree of this University or any other University recognized as equivalent thereto.

**29.5 Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

**29.6 Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

**29.7 Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. If a candidate gets his / her admission cancelled before the commencement of the classes, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session of the program, no tuition fee and other fee (except Caution Money) shall be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

**29.8 Academic System - Semester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)****29.9 Eligibility for the award of the Degree**

- Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**29.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**29.11 General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.



**Ordinance No. 30****Doctor of Pharmacy Program (Pharm. D.)****30.1 Name of the Program**

Doctor of Pharmacy Program (Pharm. D.) (6 years)

The program referred under this Ordinance is subject to the recommendation of the Board of Studies and as per norms of PCI and / or AICTE. Board of Studies is authorized to recommend further additions / alterations in this Ordinance.

**30.2 Name of Faculty and Board of Studies**

Faculty of Pharmacy – Board of Studies of School of Pharmacy. .

**30.3 Duration**

Schedule period of Program completion: 6 years

Maximum period of program completion: 8 years

**30.4 Eligibility for Admission**

Candidates who have passed Intermediate of State Board or (10+2) standard from Boards with Physics, Chemistry and Mathematics/ Biology as compulsory subject.

**30.5 Admission Process**

Admission to the program shall be made by an Admission Committee approved by the Vice-Chancellor. The admission process shall take place as per the criteria approved by the Committee and in accordance with Ordinance no. 3.

**30.6 Number of seats for the program**

It will be decided by the University as per guidelines of AICTE and / or UGC as applicable from time to time.

**30.7 Fee Structure**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall be payable by the students at the beginning of each year/ trimester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission.
- ii. Registrar shall notify the quantum of fees payable and the schedule of registration before the commencement of the program.
- iii. If a candidate gets his / her admission cancelled before the commencement of the classes, Rs. 1000/- will be deducted as administrative charges from the part of tuition fee deposited by the candidate with the University and any tuition fee / other fee deposited by the candidate with the University shall be refunded to the candidate. If any candidate withdraw from any program within 10 days from the commencement of the session, then refund will be made after deducting 10% of the deposited amount. If admission is cancelled after 10 days from the commencement of the session of the program, no tuition fee and other fee (except Caution Money) shall be refunded. The fees shall be applicable as per approval of Board of Management from time to time.

**30.8 Academic System - Semester & Curriculum Related Regulation (As per Ordinance No. 6), Examination (As per Ordinance No. 7)****30.9 Eligibility for the award of the Degree**

Degree will be awarded to a candidate, who fulfill all the requirements and passes in all the prescribed courses successfully.

**30.10 Attendance**

Attendance in theory and practical classes shall be compulsory as per the Ordinance No. 7. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Dean/ Director, which shall evaluate the dissertation work as per the standard norms.

**30.11 General Instructions**

- A. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- B. The subject to be studied in different trimester include Capstone Project, Independent course work under Industry expert/ faculty member, lab work, practical, in-plant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of norms prescribed by the Academic Council/ Board of Management of the University.
- C. Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee, consisting of Dean and / or the Director of all Schools/ Departments. The decision of the Vice-Chancellor shall be final.
- D. The Reservation for SC / ST / Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India directives from time to time.

## भाग ४ (ग)

## अंतिम नियम

## उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 1 सितम्बर 2023

क्र. आर-113-सीसी-23-अड़तीस.- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26(1) के अनुक्रम में, चिरायु निजी विश्वविद्यालय, भोपाल के प्रथम परिनियम क्रमांक 1 से 24 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

## प्रथम परिनियम क्रमांक 1 से 24

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

CHIRAYU UNIVERSITY, BHOPAL		
LIST OF STATUTES		
S.No	Statutes No	Subject
1.	Statute No.1	Establishment of University: Vision, Mission, Objectives and Functions
2.	Statute No.2	Chancellor: Appointment, Powers and Duties
3.	Statute No.3	Appointment of Vice-Chancellor: Terms and Conditions, Powers and Functions
4.	Statute No.4	Governing Body: Constitution, Powers and Duties
5.	Statute No.5	Board of Management: Constitution, Tenure, Powers and Functions
6.	Statute No.6	Registrar: Conditions of Service, Powers and Duties
7.	Statute No.7	Chief Finance and Accounts Officer: Function and Duties
8.	Statute No.8	Controller of Examination: Function and Duties
9.	Statute No.9	Academic Council: Constitution, Powers and Functions
10.	Statute No.10	Standing Committee of The Academic Council
11.	Statute No.11	Board of Studies: Constitution and Powers
12.	Statute No.12	Faculties In Various System of Medicine
13.	Statute No.13	Constitution, Powers and Duties of The Faculty

14.	Statute No.14	Annual Report
15.	Statute No.15	Honorary Degree
16.	Statute No.16	Committees/Boards, Panels of the University
17.	Statute No.17	Convocation
18.	Statute No.18	Admission Policy including Reservation of Seats
19.	Statute No.19	HR Selection Committee
20.	Statute No.20	Qualifications of Professors, Associate Professors, Assistant Professors, and Other Teachers in Constituent Colleges of University.
21.	Statute No.21	Administration of Endowments and the Studentships, Exhibitions, Institution of Fellowships, Scholarship, Bursaries, Medals, Prizes and Other Awards
22.	Statute No.22	Provision regarding number of seats in different courses
23.	Statute No.23	Grievance Committee
24.	Statute No.24	Residual Provision

**Preamble:** In exercise of the powers conferred by sub-section (1) of Section 26 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, the Governing Body of Chirayu University, Bhopal hereby makes the following first Statutes of the University, namely:

**STATUTE No. – 1**  
**ESTABLISHMENT OF UNIVERSITY: VISION, MISSION, OBJECTIVES AND**  
**FUNCTIONS**

**1. Short title, Scope and Commencement:**

- (a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh Establishment of University: Vision, Mission, Objectives and Functions Statute, 2023
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.
- (c) The Each Statute is in accordance with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. If there be any difference in the provisions of the Adhiniyam or the Rules and the Statutes, the provisions of the Adhiniyam or the Rules shall prevail
- (d) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, and the amended statutes, if any shall be applicable with immediate or prospective effect, from such a date as prescribed in the notification.

**2. Definitions:** In this statute, unless the context otherwise requires;

- (a) 'Regulatory Commission' means the Regulatory Commission established under the section 36 of the Act.
- (b) 'State', 'State Government' and 'Government' shall mean, the Government of the State of Madhya Pradesh, India;
- (c) 'Adhiniyam' means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
- (d) 'Section', 'Sub-section' and 'item' shall mean, Section of the Adhiniyam, Sub-section of the Section and item of the Section or Sub-section respectively;
- (e) 'Trust' means, the Chirayu Charitable Foundation, Bhopal [Madhya Pradesh Society Registration Act 1973 (Year 1973 of 44)]
- (f) 'The University' means, the Chirayu University, Bhopal;
- (g) 'Governing Body' means the Governing Body of the Chirayu University.
- (h) 'Council' means, the Academic Council of the Chirayu University;
- (i) 'Board' means, the Board of Management of the Chirayu University;
- (j) 'College' means, constituent Institution of the Chirayu University

- (k) '**Department**' means, A Department of Studies and includes a Centre of, Studies of the Chirayu University.
- (l) '**Principal / Dean**' means, Head of an Academic Institution;
- (m) '**Teacher**' means, a professor, reader, lecturer or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study of the Chirayu University.
- (n) '**Hostel**' means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes;
- (o) '**Other Backward Classes**' mean, the communities, castes and tribes notified by the State Government from time to time under Article 15(4) and 'Article' 16(4) of the Constitution:
- (p) '**Scheduled Caste**' means the Scheduled Castes notified under Article 341 of the Constitution of India
- (q) '**Scheduled Tribes**' mean the Scheduled Tribes notified under Article 342 of the Constitution of India
- (r) '**Sponsoring Body**' in relation to Chirayu University means Chirayu Charitable Foundation, Bhopal, [Madhya Pradesh Society Registration Act 1973 (Year 1973 of 44)].
- (s) '**Board of Studies**' means Board of Studies of the Chirayu University, Bhopal.
- (t) '**School of Studies**' means an institution maintained by Chirayu University as a place of higher learning and research;
- (u) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Adhiniyam.

### 3. ESTABLISHMENT

Whereas the Government of Madhya Pradesh has enacted Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. Whereas the Sponsoring Body (Chirayu Charitable Foundation, Bhopal) applied to the Government of Madhya Pradesh for sanction to establish a Private University, and Whereas the Government of Madhya Pradesh under Section 9 of the Adhiniyam 2007 has, granted permission for the same under Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Sanshodhan Adhiniyam 2007 (Madhya Pradesh Act 17 of 2007); and notified vide M.P. Gazette notification no 225 of 2023 Dt. 20<sup>th</sup> July 2023, and

Whereas the Sponsoring Body under Section 16 (1) of Adhiniyam 2007 having

appointed Chancellor of the University, Whereas the Sponsoring Body under Section 22 (1) of the Adhiniyam 2007, having appointed the Chairperson and Members of the Governing Body/and Whereas the Chancellor and the Sponsoring Body under Section 17 (1) , 18 (1), 19(1), 22(1) and 23 (1) (as applicable) of the Adhiniyam, 2007 having appointed the First Vice-Chancellor, Registrar and the Chief Finance and Accounts Officer and also having nominated Members to the First Board of Management and the First Academic Council.

Whereas these officers and Members of the Authorities having assumed charge of their respective posts, and

Whereas the Sponsoring Body having decided to name the University as **CHIRAYU UNIVERSITY**, with headquarters at Bhopal and has been incorporated the Vision, Mission and Objectives as laid down in this Statute, and

Whereas in exercise by the powers conferred by Section 26 sub section (2) of the Adhiniyam, 2007 (17 of 2007), the Governing Body of the Chirayu University, Bhopal make their first Statutes and notifies that these shall come into force from the date of Publication in the Official Gazette and apply to all the educational institutions of the University whether teaching, training, providing consultancy or conducting research.

#### 4. **BODY CORPORATE**

- (a) As Body Corporate: Chirayu University shall be competent to acquire and hold property, both movable and immovable, to lease, sell or otherwise dispose of any movable or immovable property, which may vest in it or be acquired by it for the purpose of the University, and to contract and do all other things necessary for the purposes of the Adhiniyam.
- (b) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar or any other person. authorized, in this behalf, and all processes in suits and proceedings shall be issued to and served on the Registrar.
- (c) The University will have perpetual succession.
- (d) The headquarter of the University shall be located at Bhopal.

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**5. SEAL OF THE UNIVERSITY**

(a) The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University. The University may also decide to make use of such Flag, Anthem, Insignia, Emblem and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government. Change (if any) in above, shall be made with the permission of the Chancellor.

**6. VISION**

To promulgate scholarly excellence in medical education; practice the acquired knowledge virtuously, safely and with quality; achieve imperative skills obligatory intertwined with compassion, values and gratitude to the citizens of our country and worldwide. And to gradually diversify into various streams of education in order to become a top multi-disciplinary University.

**7. MISSION**

- i. To escalate our services to the top-ranking level in the country
- ii. To bestow with academic excellence of exorbitant quality in education, training, research and services
- iii. To build competent skills with precision, perfection and reliability to accomplish student satisfaction
- iv. To promote value driven education with a global outlook and demonstrate desirable values and attitudes towards self, others and profession
- v. To extrapolate opportunities to conduct funding and non-funding research projects in the areas of education, administration and clinical practice.

**8. OBJECTIVES OF THE UNIVERSITY**

- a. To organize state of the art facilities for education, training and research.
- b. To establish centre of excellence for efficient use of resources by providing quality assurance.
- c. To maintain the standard of degrees, diplomas, certificate and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council.
- d. To afford towering levels of capacity and capability enhancement abilities.

- e. To provide teaching and pedagogies in higher education and dispense advanced knowledge, research and its dissemination.
- f. To introduce welfare and charitable activities for economically backward section of the society.
- g. The benefit of the society shall be opened to all, irrespective of caste, creed or religion.
- h. To gain insight among students in the field of ethnicity, physical and mental education.
- i. To furnish career counselling and guidance to students for employment.
- j. To collaborate curricular activities with co-curricular and extra curricular activities of the students dynamically.
- k. To accommodate students inside the campus.
- l. To serve as a liaison between international universities and promote exchange programs for students and faculty.
- m. To engage the students diligently in the independent learning activities.
- n. To render sound guidance and counselling to the students community to build vibrant mental health.
- o. To impart E learning even to the remote areas through Tele Medicine and Tele Nursing.

#### 9. FUNCTIONS OF THE UNIVERSITY

Subject to provisions of the Adhiniyam and the Rules and such conditions as may be prescribed by the Statutes, Ordinances and Regulations, the University shall perform the following functions namely;

- (a) To provide infrastructure and finances to the constituent Institutions of Chirayu University.
- (b) To provide for instructions, teaching and training in such branches of learning and courses of study as it may think appropriate and make provisions for dissemination of knowledge and research;
  - (i) To hold examinations, grant and confer degree, diploma, certificate or other academic distinctions on persons who;
    - (a) have pursued, a course of study in the University or in any college, unless exempted therefrom in the manner prescribed by the Statutes, Ordinances or Regulations and have passed the examinations prescribed by the Statutes.

Ordinances and Regulations.

- (b) have carried on research under conditions prescribed by the Statutes or Ordinances
- (ii) To confer honorary degree or other distinctions on persons in the manner prescribed by the Statutes;
- (iii) To co-operate and collaborate with other Universities, Institutions and authorities in such manner and for such purposes as the University may from time to time determine;
- (iv) To constitute committees for admission, fee fixation and various other purposes.
- (v) To institute and award fellowships, scholarships, studentship, stipends, medals, prizes and travel grants;
- (vi) To maintain and administer colleges, laboratories, libraries, museums, printing press, institutes or research, institutes of academic and administrative training and other institutions necessary to carry out the objectives of the University;
- (vii) To maintain hostels and messes for students and residents as per requirement and need of University.
- (viii) To make arrangements for promoting the health and general welfare of the students of the University;
- (ix) To fix, collect, demand and revise fees and other charges as may be prescribed by the Statutes, Ordinance and Regulations;
- (x) To create administrative, ministerial and other necessary non- teaching posts through Statutes;
- (xi) To accept, hold and manage any endowments, donations or funds which may become vested in the University for the purpose of the University by way of grants, donations, testamentary disposition or otherwise and invest such endowments, donations and funds in a manner that may be in the uppermost interest of University;  
 Provided that, donations from a foreign country, foreign foundation or from any person in such country shall be accepted by the University save within the provisions of any Central or State Government law/s.  
 Provided such endowments, donations or funds are accepted with prior specific approval of Sponsoring Body or Chancellor.
- (xii) To undertake publications or work of merit, research and general knowledge;

- (xiii) To admit students in University teaching Departments, School of Studies or constituent institutions either directly or through Conduct of Common Entrance Test and / or through any authorized manner.
- (xiv) To maintain such body as are declared by Statutes to be the Authorities of the University;
- (xv) To make grants from the funds of the University for;
  - (a) Physical education and training;
  - (b) Seminar, workshops and other academic activities
  - (c) Cultural, Recreation, Sports and Athletic activities
  - (d) Research, innovation and capability building activities
- (xvi) To establish Centre of Excellence of Chirayu University through Wi-fi campus, e-governance, e-education and e-library.
- (xvii) To establish and recognize non-teaching and teaching Research Centre to augment advanced research activities.
- (xviii) To encourage implementation of Innovative teaching and learning methodology.

#### **10. UNIVERSITY OPEN TO ALL CLASSES OF PERSONS**

The University shall be open to all persons of any sex and any race, creed, caste or class or any religion including NRI, PIO or foreign nationals

#### **11. RESEARCH IN THE UNIVERSITY**

The University shall establish, facilitate, promote research activities in the constituent institutions and award degrees, recognition and certificates and also publish research papers, magazines and other periodicals.

#### **12. FIRST STATUTES**

These Statutes, on the subject enumerated against each below, shall be called the First Statutes of the Chirayu University, Bhopal and shall come into force with effect from the date of Publication in the Official Gazette.

CHIRAYU UNIVERSITY, BHOPAL		
LIST OF STATUTES		
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18.	Statute No.18	Admission Policy including Reservation of Seats
19.	Statute No.19	HR Selection Committee
20.	Statute No.20	Qualifications of Professors, Associate Professors, Assistant Professors, and Other Teachers in Constituent Colleges of University.
21.	Statute No.21	Administration of Endowments and the Studentships, Exhibitions, Institution of Fellowships, Scholarship, Bursaries, Medals, Prizes and Other Awards
22.	Statute No.22	Provision regarding number of seats in different courses
23.	Statute No.23	Grievance Committee
24.	Statute No.24	Residual Provision

**13. ADHINIYAM TO PREVAIL:**

In case of any inconsistency in the Statutes, Ordinances, Regulations or Rules made there under the provisions of the Adhiniyam 2007 shall prevail.

**14. PROTECTION OF ACTS DONE IN GOOD FAITH**

No suit or other legal proceeding shall lie against and no damages shall be claimed from, the University or its Authorities, Bodies or Officers for anything which is done in good faith done or intended to be done in pursuance of the Adhiniyam, the Statutes, Ordinance, Regulations or Rules made there under.

**15. VACANCIES NOT TO INVALIDATE THE PROCEEDINGS OF ANY AUTHORITY OR BODY OF UNIVERSITY**

No act or proceedings of any authority or body of the University shall be invalidate merely by reason of any vacancy or defect in the constitution thereof.

## STATUTE No. – 2

## CHANCELLOR: APPOINTMENT, POWERS AND DUTIES

1. **Short title and commencement:**

- a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh  
**Chancellor: Appointment, Powers and Duties, Statute, 2023.**
- b) This shall come into force with effect from the date of Publication in the Official Gazette

2. **Definitions;** In this statute, unless the context otherwise requires;

- a) **"Adhiniyam"** means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- b) **"Statute"** means the Statute made under the provisions of sub-section (1) of Section 26 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- c) **"Section"** means Section of the Adhiniyam;
- d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

3. **APPOINTMENT:**

- a) The Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor as provided u/s 16 of the Adhiniyam.
- b) Chancellor shall be the head of the Chirayu University.
- c) The Chancellor shall preside over the meetings of the Governing Body and shall, when the Visitor is not present preside over the convocation of the Chirayu University for conferring degrees, diplomas or the academic distinctions.
- d) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of Visitor following the procedures laid down above under clause 3(a) of this statute.
- e) Provided that the Chancellor shall notwithstanding the expiring of his term, continues to hold his office until either he is reappointed or his successor enters upon his office. However, this period will not exceed six months.
- f) In case of an emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period will not exceed six months.
- g) The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.

- h) In a special meeting called for the purpose, the Board of Trustees of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majority, can recommend to the Visitor for the removal of the Chancellor.
  - i) The Chancellor may by writing under his hand addressed to the Visitor, resign his office. The Sponsoring Body Chairman shall forward his resignation to the Visitor and after Visitor's approval, shall accept his resignation and propose a new names to the Visitor as per clause 3 (a) of this statute.
4. **POWERS AND DUTIES:** The Chancellor shall have the following powers, namely:
- a) To exercise general control over-the affairs of University.
  - b) To appoint and remove the Vice-Chancellor;
  - c) To call for any information or record relating to any affairs of the University.
  - d) The Chancellor may issue directions to Vice Chancellor to convene the meeting of any of the authorities of Chirayu University for specific purposes, whenever necessary and the Vice-Chancellor shall arrange to submit the minutes of such meetings to Chancellor for his perusal and necessary action as warranted.
  - e) The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of University.
  - f) The Chancellor may constitute such committees as he deems necessary to help him/her in the discharge of the duties entrusted to him/her by or under the Adhiniyam.
  - g) The Chancellor may sanction an allowance to any employee of the University for any Special Duties assigned to such employee or additional duties performed by him/her which in the opinion of the Chancellor warrants such payment. "Provided that such allowance shall not exceed ten percent of the basic pay of such employees. No employee of the University shall be entitled to any other financial benefits except as mentioned above."



## STATUTE No. - 3

**APPOINTMENT OF VICE-CHANCELLOR: TERMS AND CONDITIONS,  
POWERS AND FUNCTIONS**

**1. SHORT TITLE AND COMMENCEMENT:**

- a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh **Appointment of Vice-Chancellor: Terms and Conditions, Powers and Functions, Statute 2023**
- b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS;** In this statute, unless the context otherwise requires;

- a) "**Adhiniyam**" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- b) "**Statute**" means the Statute made under the provisions of sub-section (1) of Section 26 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- c) "**Section**" means Section of the Adhiniyam;
- d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. APPOINTMENT OF VICE-CHANCELLOR:**

- a) The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the 'Selection Committee' constituted for the purpose, u/s 17 of Adhiniyam.
- b) The Selection Committee, referred to in sub-section (a) shall consists of the following members, namely:
  - I. Two eminent academicians nominated by the Sponsoring Body; and
  - II. One eminent person nominated by the State Government.
- c) The Chancellor shall appoint one of the members of the Selection Committee as its Chairman.
- d) The Selection Committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor.

Provided that if Chancellor does not approve the recommendations of the 'Selection Committee', he may call for fresh recommendation from it (the Selection

*Committee*

Committee).

- e) Notwithstanding anything contained in the foregoing sub-section, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the University.
- f) The Vice-Chancellor shall, subject to the provision contained in sub-section (a), hold office for a term of Four years.
- g) Provided that a Vice-Chancellor shall continue to hold office even after expiry of his term till a new Vice-Chancellor join, however in any case this period shall not exceed 6 months.

#### 4. **TERMS AND CONDITIONS:**

- a) The conditions of services and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.
- b) If at any time upon representation made or otherwise, it appears to the Chancellor that the Vice Chancellor-
  - i) has made default in performing any duty imposed on him by or under this Act
  - ii) has acted in a manner prejudicial to the interest of the University; or
  - iii) is incapable of managing the affairs of the University.

The Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.

- c) No order under sub-section (e) shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity of showing cause against the proposed order.
- d) As from the date specified in the order under sub-section (e), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.
- e) In the event of the occurrence of any vacancy including a temporary vacancy in the office of the Vice-Chancellor by reason of his death, resignation, leave, illness or otherwise, the Dean of any faculty nominated by the Chancellor for that purpose shall act as the Vice-Chancellor until the date on which the Vice-Chancellor appointed enters or re-enters, as the case may be, upon office;

Provided that the arrangement contemplated in this sub-section shall not continue for a period of more than six months.

- f) The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

#### 5. **POWERS OF VICE CHANCELLOR:**

- a) The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor and the Chancellor.
- b) If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Adhiniyam 2007 he may take such action as he deems necessary, and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final.

Provided further that where any such action taken by the Vice-Chancellor affect any person, in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal.

- c) If in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the power conferred by the Adhiniyam and Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision and in case the authority refuses to revise, such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be decided by the Chancellor.
- d) The Vice-Chancellor shall exercise such powers and perform such duties as may be, prescribed by the Statutes and the Ordinances.

#### 6. **FUNCTIONS:**

- a) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decision of various authorities of the University

- b) Vice-Chancellor shall be ex-officio Chairman of the Board of Management and Academic Council.
- c) The Vice Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concerns to the University. He / She shall have powers to convene the meeting of the Board of Management and the Academic Council.
- d) The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- e) The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhiniyam and the Statutes and the Ordinances and shall possess all such powers as may be necessary for the purpose.
- f) The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinances.

**STATUTE No. - 4****GOVERNING BODY: CONSTITUTION, POWERS AND DUTIES**

1. Short title and commencement;
  - a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh **Governing Body: Constitution, Powers and Duties, Statute 2023.**
  - b) This shall come into force with effect from the date of Publication in the Official Gazette.
2. Definitions; In this statute, unless the context otherwise requires;
  - a) "**Adhiniyam**" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
  - b) "**Statute**" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
  - c) "Section" means Section of the Adhiniyam;
  - d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.
3. CONSTITUTION:
  - a) The Governing Body of the Chirayu University u/s 22 of Adhiniyam shall consist of the following members, namely:
    - (i) the Chancellor;
    - (ii) the Vice-Chancellor;
    - (iii) three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
    - (iv) three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government
    - (v) one representative of the State Government not below the rank of Deputy Secretary.
  - b) The Chancellor shall be the Ex-officio chairman of the Governing Body.
  - c) The Registrar will be the Member Secretary of Governing Body.
4. TENURE:
  - a) The term of a nominated member of the Governing Body shall be 3 (three) years from the date of nomination.

## 5. POWERS

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely:

- a) The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- b) To control functioning of the University by using all such power as are provided by this Adhiniyam and the Statutes, Ordinances or Regulations made thereunder;
- c) To review the decision of other authorities of the University, in case they are not in conformity with the provisions of this Adhiniyam or the Statutes, Ordinances or Regulations made there under;
- d) To approve the budget and annual report of the University;
- e) To lay down the policies to be followed by the University;
- f) To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible; and
- g) The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- h) The Governing Body shall, have the power to review, if necessary, the acts of other authorities of the University, save where such authorities have acted in accordance with the powers conferred upon these by the Adhiniyam, the Statutes and the Ordinances.
- i) Such other powers as may be prescribed by the Statutes.

## 6. FUNCTIONS: The Governing Body shall be

- a) the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Missions.
- b) shall exercise all powers under the Adhiniyam unless otherwise prohibited by the Statutes or Ordinances.
- c) the final approving authority for all the University Statutes and Ordinances. It shall have the power to reject or send for reconsideration any Statutes or Ordinance received from the Vice- Chancellor, Board of Management. It shall also have the

- powers to review any Statutes or Ordinances and Regulations on its own.
- d) may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
  - e) Subject to the Adhiniyam, the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.
  - f) may make policy, direction/recommendation/s to any Authority of the University.
  - g) may receive complaints and decide on the matter and their disposal.
  - h) shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management
  - i) shall direct, supervise and control the 'endowment fund' as also general fund account and have them audited as per the Adhiniyam.
  - j) shall periodically review the Board decisions and programs of the University and direct/suggest measures to improve and develop the University.
  - k) shall be the final authority to approve the recommendation of the Board for conferment of-honorary degree and other distinctions and awards.
  - l) The Governing Body may order in writing annul any order, notification, resolution or any proceedings of the University, which in its opinion is not in conformity with the provisions of the Adhiniyam, or the Statutes, Ordinances or Regulations:
  - m) shall frame rules/regulations for the conduct of its business

## 7. MEETINGS AND QUORUM

- a) A meeting of-the Governing Body shall ordinarily be called minimum three times in a calendar year,
  - b) Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a Member so nominated by the Chairperson
  - c) The Chairperson may on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
  - d) Seven (7) clear days' notice shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.
  - e) Five members of the Governing Body shall form the Quorum.
- Provided that, three members will form the quorum for an adjourned meeting.**

**8. VACANCIES:**

- a) Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chairman of the Governing Body. Such resignation shall be effective from the date the same is accepted by the Governing Body with the consent of the Sponsoring Body. The date will be communicated to the concerned member.
- In case of resignation by members of the Governing Body nominated under section 22 (1) (d) and (e) of the Act, the same will be forwarded to the Visitor/State Government after due deliberations by the Governing Body for acceptance.
- b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- d) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body/State Government and the Member so nominated, shall be a Member for the un-expired portion of the term.



**STATUTE No. - 5**

**BOARD OF MANAGEMENT: CONSTITUTION, TENURE, POWERS AND  
FUNCTIONS**

**1. Short title and commencement;**

- a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh  
**Board of Management: Constitution, Tenure, Powers and Functions, Statute  
2023.**
- b) This shall come into force with effect from the date of Publication in the Official  
Gazette

**2. 'Definitions; In this statute, unless the context otherwise requires;**

- a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam  
Sanchalan) Adhiniyam 2007
- b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji  
Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- c) "Section" means Section of Adhiniyam.
- d) Words and expression used but not defined in this statute shall have the meaning as  
assigned to them in the Adhiniyam

**3. CONSTITUTION:**

There shall be a Board of Management of the University, duly constituted under  
section 23 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan)  
Adhiniyam 2007; It shall consist of the following

- a) The Vice Chancellor, as ex officio Chairperson
- b) Two representatives nominated by the Sponsoring Body.
- c) Two representatives nominated by the State Government.
- d) Two Senior most Professors of the Constituent Institutions by rotation
- e) Two Senior most Teachers of University by rotation other than in clause (d).
- f) Registrar: Ex-Officio Member Secretary.

**4. TENURE:**

- a) The Members of the Board of Management, except those who are ex-officio, shall  
hold office for a period of three (3) years from the date of their nomination.
- b) The Chairperson of the Board of Management, whose decision in the matter shall be  
final, shall decide any dispute or question with regard to Membership or Tenure of a

Member.

- c) The Vice-Chancellor will be the ex-officio Chairperson, of Board of Management.

## 5. POWERS AND FUNCTIONS:

### The Board of Management:

- (a) Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- (b) The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- (c) Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- (d) Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- (e) In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.
- (f) Shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University or Constituent College on the other.
- (g) Shall regulate the use of the common seal of the University.
- (h) Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc and appoint authorised agents for the same, if deemed necessary.
- (i) Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.
- (j) Shall have the power to create or designate Departments of the Constituent college of University as laid down by the Statutes/Ordinances.

- (k) The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- (l) Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board of Management shall have the power to include any other item in the Report. The Board of Management shall put the Report before the Governing Body as stipulated by Regulations.
- (m) Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- (n) To prescribe remunerations, emoluments, travelling and other allowances etc of examiners/ invigilators and other employees appointed for examination related duties.
- (o) To ensure maintenance of proper accounts of the properties and funds of the University;
- (p) To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- (q) To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval,
- (r) To follow and monitor the budget for expenditure as approved by the Governing Body.
- (s) To recommend to Governing Body for creating the post of other officers of the University.
- (t) To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- (u) To select a common seal for the University and to provide for its custody and use.
- (v) To arrange for the conduct/defend of litigation by or against the University.
- (w) To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- (x) To recommend confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- (y) To recommend, enact, amend or repeal Statutes;
- (z) To recommend confer the title of Professor Emeritus on the recommendation of the Academic Council.
- (aa) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinances or the Regulations

## 6. POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES/ ORDINANCES / REGULATIONS:

The **Statutes** shall be made, amended or repealed by the Board of management in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council. If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Chief Finance and Accounts Officer in respect of such of the Statutes involving financial implications.
- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before to the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

## **The Board of Management in the manner hereinafter provided may make the Ordinances.**

- (a) In making the Ordinances, the Board of Management shall consult,
  - (i) The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
  - (ii) The Academic Council when such Ordinances affect the courses of study, conduct of and the standard examinations or the conditions of residence of students.
- (b) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (c) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- (d) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.

(e) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.

(f) The Board of Management may make **Rules** consistent with the Adhiniyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:

(i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:

(ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and

(iii) All matters solely concerning such Authority or Board and not provided for by the Adhiniyam, the Statutes, the Ordinances or the Regulations.

(iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

#### **MEETING AND QUORUM:**

(a) The Board of Management shall meet at least once in every two months. The Vice Chancellor may, in case of urgency, convene a special Meeting.

(b) The meeting shall be convened under the direction of the Vice Chancellor.

(c) Five members shall constitute the quorum.

**Provided that, three members will form the quorum for an adjourned meeting.**

#### **8. VACANCIES:**

(a) Any member of the Board of Management may resign his/her office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall be effective from the date the same is accepted by the Board of Management with the consent of the Chancellor. The date will be communicated to the concerned member.

In case of resignation by members of the Board of Management nominated under section 23 (1) (c) of the Act, the same will be forwarded to the State Government after due deliberations by the Board of Management for acceptance.

(b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue be a member of that Body or hold the post after the acceptance of his/her resignation.

(c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.

(d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

## STATUTE No. – 6

## REGISTRAR: CONDITIONS OF SERVICE, POWERS AND DUTIES

(Refer Section 18 of Adhiniyam)

## 1. Short title and commencement;

(a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh

**Registrar: Conditions of Service, Powers and Duties Statute 2023.**

(b) This shall come into force with effect from the date of Publication in the Official Gazette.

## 2. Definitions; In this statute, unless the context otherwise requires;

(a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.

(b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.

(c) "Section" means Section of the Adhiniyam;

(d). Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

## 3. REGISTRAR: APPOINTMENT AND CONDITIONS OF SERVICE:

(a) The appointment of the Registrar shall be made by the Governing Body on recommendation of the Expert Committee constituted for the purpose, as prescribed by the Statutes. However, the First Registrar may be appointed by the Sponsoring Body pending creation of Statutes.

(b) The subsequent Registrar other than the first Registrar shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The expert committee shall consist of

(i) Vice-Chancellor- Chairman

(ii) Nominee of the Chancellor

(iii) Two expert members approved by Governing Body

(c) The Registrar shall receive salary in the scale as per norms or as sanctioned by the Governing Body.

(d) No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid-down in the Regulations for the University.

(e) The Registrar shall be entitled to such other benefits and privileges as may be prescribed in the service rules.

(f) The Registrar shall retire on completing the age as per UGC norms.

(g) If at any time upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar.

**Provided** that before such action the Registrar shall be given an opportunity of being heard.

#### 4. POWERS AND DUTIES OF REGISTRAR

(a) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.

(b) The Registrar shall be the Member Secretary of the Governing Body, Board of Management and Academic Council but he shall not have the Right to vote.

(c) The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.

(d) He shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his charge;

(e) Shall be responsible for inventory management of furniture, fittings and Equipment and ensure annual stock taking and physical verification of the same.

(f) He shall arrange for condemnation of unserviceable furniture and equipment as recommended by Committee appointed for that purpose.

(g) Shall issue all notices convening meeting of the Governing Body, the Board of Management, the Academic Council and any board or committees appointed under the Adhiniyam of which he is to act as Secretary;

(h) Shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, and any board or committees of the University appointed under the Adhiniyam of which he is to act as Secretary;

(i) Shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/ authorities.

(j) Shall supply to the Vice Chancellor

(i) copies of the agenda of the meetings of the University authorities of which he is to act as Secretary, as soon as such approved agenda is issued;

(ii) the minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings; and

(iii) such other papers and information as the Vice-Chancellor may direct him to maintain and supply from time to time;

(k) Shall exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Vice-Chancellor or various authorities or body of the University of which he acts as Secretary;

(l) Shall discharge such other functions as may be assigned to him from time to time by the Vice Chancellor to whom he shall be responsible for the same;

## STATUTE NO. - 7

**CHIEF FINANCE AND ACCOUNTS OFFICER: FUNCTIONS AND DUTIES**

(Refer Section 19 of the Adhiniyam)

## 1. Short title and commencement:

- (a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh **Chief Finance and Accounts Officer: Functions and Duties, Statute 2023.**
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

## 2. Definitions; In this statute, unless the context otherwise requires;

- (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (c) "Section" means Section of the Adhiniyam;
- (d) Words and expression used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

## 3. APPOINTMENT, TERMS AND CONDITIONS

- (a) The Chief Finance and Accounts Officer shall be responsible for the entire aspects relating to accounts and finances of the University.
- (b) The Chief Finance and Accounts Officer will be full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
- (c) The appointment of the Chief Finance and Accounts Officer shall be made by the Chancellor on the recommendations of the Committee constituted for the purpose.

The committee shall consist of :

- (a) Vice Chancellor-Chairman
- (b) Nominee of the Chancellor
- (c) Two expert members approved by the Governing Body.
- (d) Notwithstanding the above the first Chief Finance and Accounts Officer may be appointed by Chancellor.





(e) If at any time upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Chief Finance and Accounts Officer is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Chief Finance and Accounts Officer,

(f) The Chief Finance and Accounts Officer shall retire on completing the age of sixty five years

**4. SUBJECT TO THE CONTROL OF VICE-CHANCELLOR FOLLOWING SHALL BE THE DUTIES AND RESPONSIBILITIES OF THE CHIEF FINANCE AND ACCOUNTS OFFICER:**

- (a) to hold and manage the property and investments of the University and endowed properties/funds.
- (b) to ensure that the limits fixed by Governing Body for recurring and nonrecurring expenditure for a year are not exceeded and that all monies are expended for the purpose for which they are granted or allotted.
- (c) to keep a constant watch on the state of the cash and bank balances and on the state and quality of investment.
- (d) to suggest measures of additional internal revenue generation for the university

**5. CHIEF FINANCE AND ACCOUNTS OFFICER SHALL:**

- (a) arrange collection of income, disburse the payments and maintenance of the accounts of the University.
- (b) be responsible for the preparation of annual accounts and the budget of the University for the next Financial Year as also long term plans are required.
- (c) have the accounts of the University regularly audited and financial statements duly audited and certified by the auditor nominated by the Chancellor.
- (d) He will also ensure compliance of all the irregularities/deficiencies pointed out in any of the audit reports and confirm such compliance to the Vice-Chancellor.
- (e) ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable materials in all offices and institutions maintained by the University,

- (f) suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
- (g) ensure that proposals for fixation of fees and other charges are prepared and put up to the competent authority/committee for approval.
- (h) ensure that the fee structure once approved, is implemented and fees from the students received in time with penalties, if any.

6. The Chief Finance and Accounts Officer may call from any Office or Institution of the University any information, documents, bills/receipts and statements/returns that he may consider necessary for the performance of his duties.

7. The Chief Finance and Accounts Officer shall see that all bills before the payments.

8. He shall ensure compliance of provisions of applicable acts and regulations relating to direct and indirect taxes and revenue levies of Central / State Govt. and local bodies.

9. Chief Finance and Accounts Officer shall discharge all such functions as assigned by the Chancellor, Governing Body/ Vice-Chancellor and or embodied in the Statutes.

10. Chief Finance and Accounts Officer will ensure that preventive vigilance measures and proactive steps are continuously observed in the University and its Institutions.

## STATUTE NO. – 8

## CONTROLLER OF EXAMINATION: FUNCTION AND DUTIES

(Refer section 20 of the Adhiniyam)

## 1. Short title and commencement;

(a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh

**Controller of Examination: Function and Duties, Statute 2023.**

(b) This shall come into force with effect from the date of Publication in the Official Gazette.

## 2. Definitions; In this statute, unless the context otherwise requires;

(a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan). Adhiniyam 2007

(b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007

(c) "Section" means Section of the Adhiniyam;

(d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

## 2. APPOINTMENT, TERMS AND CONDITIONS

(a) The appointment of the Controller of Examination shall be made by the Vice Chancellor on the recommendations of the Committee constituted for the purpose.

The committee shall consist of :

(a) Vice Chancellor-Chairman

(b) Nominee of the Chancellor

(c) Two expert members approved by the Governing Body.

(b) The Controller of Examination will be an officer of the University and discharge his duties under general superintendence and control of Vice-Chancellor.

## 4. POWERS AND DUTIES

(a) The Controller of Examination shall be responsible for the due custody of the records pertaining to the entire work related to examinations. He shall be ex-officio secretary of the Examination Committee of the University and shall place before such Committee all such information as may be necessary for the transaction of its business.

N/A.

- (b) He shall also perform such other duties as may be prescribed by the Regulations or as may be required from time to time, by the Board of Management or the Vice-Chancellor but he/she shall not, by virtue of this sub-section, be entitled to vote.
- (c) Subject to the superintendence of the Vice-chancellor, the Controller of Examinations shall have administrative control of examinations and including the employees working under him.
- (d) The Controller of Examination shall conduct the examinations and make all other arrangements there for and be responsible for due execution of all processes connected therewith.
- (e) The Controller of Examination is responsible to maintain utmost confidentiality in all aspects of examinations.
- (f) Where the Controller of Examination is, for any reason is unable to act or the office of the Controller of Examination is vacant, all the duties of the office shall be performed by such person as may be decided by the Vice Chancellor, until the Controller of Examination resumes his duties or as the case may be the vacancy is filled.

## STATUTE NO. – 9

## ACADEMIC COUNCIL: CONSTITUTION POWERS AND FUNCTIONS

(Refer section 24 of the Adhiniyam)

1. Short title and commencement;

(a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh

**Academic Council: Constitution Powers and Functions, Statute 2023.**

(b) This shall come into force with effect from the date of Publication in the Official Gazette.

2. Definitions; In this statute, unless the context otherwise requires;

(a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007

(b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007

(c) "Section" means Section of the Adhiniyam;

(d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

## 2. FORMATION

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, Statutes, Ordinances and regulations, co-ordinate and exercise general supervision over its academic policies, as provided in the section 25 of the Adhiniyam.

The Academic Council shall consist of the following members:

(a) Chairperson - Vice-Chancellor

(b) Members- All Deans of faculty, and all Chairpersons of Board of Studies.

(c) Nominated members- Two teachers of Professor/ Associate Professor cadre from each constituent Institutions and to be nominated by the Vice Chancellor for a term of Two years.

(i) Teacher can be re-nominated for second term continuously.

(ii) Teacher cannot be re-nominated for continuous third term, however he/she will become eligible for nomination again after break of one term.

(d) Controller of Examination

(e) Member Secretary- Registrar

(f) Three members from among the Principals/Deans of constituent Institutions to be nominated by Vice-Chancellor in rotation.

(g) Chancellor's Nominee: Two members to be nominated by the Chancellor

(h) One Member Nominated by the Chairman MPPURC.

Members who wish to resign the membership shall give in writing an application to the Registrar, who shall forward it with his/her remarks to the Vice Chancellor for necessary action.

Member who remains absent for three consequent meeting without prior permission and valid reason, shall cease to be member of the Council.

Casual vacancies shall be filled for the remainder period of the term of Member.

### 3. REMOVAL / DISQUALIFICATION:

- (i) Person resigns from his/her post in University ceases to be member.
- (ii) On removal or dismissal from his/her post in University.
- (iii) Convicted for any offence including moral turpitude.
- (iv) Nominating Authority may remove a Member who is sick, insane is and incapable of discharging duty in the Council.
- (v) Nominating Authority may remove a Member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside

### 4. CONDUCT

- (a) The Vice-chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- (b) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
- (c) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen day's notice shall be given for all meetings of the Academic Council.
- (d) The term of the nominated members of the Academic Council will be three years.

### 5. GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:

- (a) In general the Academic Council shall meet once a year. Vice-Chancellor can requisite the meeting as and when required in addition to regular meetings.
- (b) Academic Council shall meet on requisition of Vice Chancellor.

- (c) Registrar shall notify the meeting on the orders of Vice Chancellor.
- (d) Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.
- (e) Approval of the resolutions shall be by simple majority of the Members present.
- (f) Vice Chancellor is authorized to invite experts as and when required. However such invitee members shall neither be counted to fulfil quorum requirement, nor have voting powers.
- (g) All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- (h) Validity of Council meetings: Proceedings of the Council meetings shall not be invalidated
  - (i) due to vacancies in Academic Council.
  - (ii) due to non-receipt of meeting notice by any member or members.
  - (iii) due to defective nomination of any member.

## 6. POWERS; DUTIES AND FUNCTIONS

- (a) The Academic Council shall be the Principal Academic Body of the University and shall subject to the provisions of the Adhiniyam, Statutes, Ordinances and Regulations, exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- (b) As the Authority of the University, shall be the principal body for laying down educational policy and shall subject to the Statutes, Ordinances and Regulations see to the coordination and general superintendence of its implementation.
- (c) To co-opt as members persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- (d) To promote research and innovation related activities in the University.
- (e) to make recommendations to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honour of the University.
- (f) Emphasis shall be given for overall development of students to excel in the life not only, as: a professional but also as a responsible citizen.

- (g) Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend with the approval of Board of Management.
- (h) Approve the launching/commencing of new courses of studies.
- (i) Frame the Calendar of Events for the academic year for the various courses.
- (j) Approve the rules of conduct/behaviour and etiquette of the students in the Institution, the Hostels and in and outside campus.
- (k) Discuss and decide on the matters put up by the respective Boards of Studies.
- (l) Prescribe the methodology, schemes, and modalities of Internal and University examinations including the internal ones.
- (m) Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
- (n) Discuss and accord approval of schedules of examinations as proposed by the Controller of examinations.
- (o) Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.
- (p) Discuss and, decide on all the recommendations of various subcommittees appointed for the specific purposes.
- (q) Appoint various sub committees as and when required for specific purpose / task. The committees shall cease to function after completing the task assigned.
- (r) Constitute including formation of such committees as may be required to deal with special individual cases of indiscipline of employees, students. Indiscipline among the group, unauthorized absence, misbehaviour, misappropriation, and thefts will also be looked into by the Council.
- (s) To consider and act on the recommendations of such committees.
- (t) To take up the matters for periodical review of functioning and coordination between all the constituent Institutions and/ departments and recommend to the Board of Management, the ways and means of improvement.
- (u) To initiate and promote research and related activities in various constituent Institutions and centres.
- (v) To consider other academic or student welfare matter referred to the Academic Council.
- (w) To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
- (x) To appoint committees for admission of students in different faculties of University.





(y) To recommend the Institution of Professorship, Readership or/and Lecturership or any teaching post and abolishment as well.

(z) To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.

(aa) Academic Council shall ensure that while framing rules, syllabus and curriculum, norms of the Regulatory Body i.e. National Medical Commission, Indian Nursing Council and Paramedical Council etc. as laid down from time to time, are adhered to.

### STATUTE NO-10

#### STANDING COMMITTEE OF THE ACADEMIC COUNCIL

1. Short title.-This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh.

#### **Standing Committee of the Academic Council Statute, 2023**

2. Definition.-In this statute, unless the context otherwise requires,

(a) "Statute" means the Statute under the provisions Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007

(b) words and expressions used but not defined in this statute shall have the meaning as assigned to them in the Act.

3. The Standing Committee shall consist be constituted under sub-section (2) of Section 28 of the following members:

(a) The Vice-Chancellor, and

(b) Deans of all the Faculties.

4. The Registrar shall act as the Secretary of the Committee.

5. The Vice-Chancellor may invite such other persons, not exceeding three, as it may deem fit for research and academic growth purpose.

6. Meetings of the Committee shall be convened under the direction of the Vice Chancellor.

7. It shall be the duty of the Standing Committee to render advice on equivalence of examinations in consultation with the Faculty concerned and such matters as may be referred to it by the Academic Council, the Board of Management or the Vice-Chancellor.

8. Subject to the provisions of the Act and the Statutes, the committee can dispose of other matters referred to it by the Academic Council. In every case where the Standing Committee disposes of any matter, the matter shall be reported to the Academic Council.

9. Vice-Chancellor and at least two deans of faculty shall form the quorum of meeting.

**STATUTE NO. - 11**  
**BOARD OF STUDIES; CONSTITUTION AND POWERS**

**1.Short title and commencement;**

(a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh

**Board of Studies; Constitution and Powers, Statute, 2023;**

(b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. Definitions;** In this statute, unless the context otherwise requires;

(a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,

(b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,

(c) "Section" means Section of the Adhiniyam;

(d) Words and expression used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

3. There shall be the following Board of Studies, namely:

**(1) Faculty of Medicine**

(A) For Group of Under Graduate Subjects:

Sr. No. (1)	Departments in Constituent College (2)	Corresponding Boards of Studies (3)
1	(i) Human Anatomy (ii) Human Physiology (iii) Bio-chemistry	Board of Studies in Pre-Clinical Medical Subjects
2	(i) Pathology (including Transfusion Medicine) (ii) Microbiology (iii) Pharmacology (iv) Forensic Medicine including Toxicology (v) Community Medicine / PSM	Board of Studies in Para-Clinical Medical subjects
3	(i) General Medicine (ii) Paediatrics (iii) Psychiatry (iv) Dermatology, Venereology and Leprosy (v) Respiratory Medicine (vi) Radiation Oncology (vii) Radiodiagnosis (viii) Emergency Medicine	Board of Studies in Clinical subjects (Medicine and Allied subjects)

4	(i) General Surgery (ii) Orthopaedics (iii) Otorhinolaryngology (iv) Ophthalmology (v) Obstetrics and Gynaecology (vi) Dentistry	Board of Studies in Clinical subjects (Surgery and Allied subjects)
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**(B) For Group of Post Graduate Subjects:**

Sr. No. (1)	Departments in Constituent College (2)	Corresponding Boards of Studies (3)
1	(i) Human Anatomy (ii) Human Physiology (iii) Bio-chemistry	Board of Studies in Pre-Clinical Medical Subjects
2	(i) Pathology (including Transfusion Medicine) (ii) Microbiology (iii) Pharmacology (iv) Forensic Medicine including Toxicology (v) Community Medicine / PSM	Board of Studies in Para-Clinical Medical subjects
3	(i) General Medicine (ii) Paediatrics (iii) Psychiatry (iv) Dermatology, Venereology and Leprosy (v) Respiratory Medicine (vi) Radiation Oncology (vii) Radiodiagnosis (viii) Emergency Medicine	Board of Studies in Clinical subjects (Medicine and Allied subjects)
4	(i) General Surgery (ii) Orthopaedics (iii) Otorhinolaryngology (iv) Ophthalmology (v) Obstetrics and Gynaecology (vi) Anaesthesiology	Board of Studies in Clinical subjects (Surgery and Allied subjects)

**(2) Faculty of Nursing sciences**

(i) For Group of Under Graduate Subjects:

(ii) For Group of Post Graduate Subjects:

**(3) Faculty of Paramedical and Allied Health Sciences**

(i) For Group of Under Graduate Subjects

(ii) For Group of Post Graduate Subjects:

**(4) Faculty of Management Studies**

(i) For Group of Under Graduate Subjects

(ii) For Group of Post Graduate Subjects:

**(5) Other faculties of Studies through Subsequent Statutes.**

4. The Chancellor, on the recommendation of the Vice-Chancellor may include any subjects not covered in the above list to any of the Board of Studies as above and may delete subjects, if required.

**5. CONSTITUTION OF BOARD OF STUDIES:**

a) The Board of Studies shall be constituted by the Chancellor on the recommendations of Vice-Chancellor.

b) The Chairman and Members of the Board of Studies will be nominated by the Chancellor among the teachers in the University.

c) The term of Chairman and Members is three years. Members can be renominated for a maximum of three consequent terms. The Chairman shall be nominated from among the senior teachers in Board of Studies, on rotation

(d) When the Chairman of the Board resigns or remains absent for any reason, one of the members of the Board will act as Chairman with the Vice-Chancellor's approval.

(e) The Chairman of Board of Studies shall have the right to co-opt whenever necessary experts or specialists in any particular subject to act as member of the said Board for the purpose of considering any particular subject with prior approval of the Vice-Chancellor. The Members co-opted shall not exceed two at any time. Co-opted Members shall offer their expert opinions whenever sought and shall not form a part of the Board proceedings.

**6. COMPOSITION OF EACH BOARD:**

(a) One member from among the professors in each subject to be nominated by Vice-Chancellor on the recommendation of Head of Institution.

(b) Two teachers from among all the teachers in the specialty, other than professors and possessing PG qualification in any speciality, in the group of subjects to be nominated by Vice-Chancellor on the recommendation of Head of Institution.

(c) Members shall be responsible for ensuring that minimum recommendations about curriculum laid down by Regulatory Bodies, NMC, INC, Paramedical Council, etc are followed.

#### **7. REMOVAL/ DISQUALIFICATION OF MEMBER:**

(a) The member ceases to be so:

- (i) on resignation/ removal from University
- (ii) when convicted for any offence including moral turpitude.

(b) A member can be removed:

- (i) who is sick, insane and incapable of discharging the duties in the Board.
- (ii) who is found guilty of misconduct, indiscipline and malpractice.

#### **8. POWER AND FUNCTIONS OF BOARD OF STUDIES:**

(a) The Boards of Studies shall prepare and recommend the detailed courses of study and curriculum or the different levels of studies in the respective subjects.

(b) Board of Studies may recommend to the Academic Council any matter connected with the academics/examinations in its subjects and address them on any matters relating to improvement in the courses of studies.

(c) The Board of Studies shall be responsible:

- (i) To prepare syllabus for several courses of study under their preview.
- (ii) To prepare scheme of examinations.
- (iii) To prepare panels of names of persons suitable for appointment as paper-setters / examiners / valuers.
- (iv) To advise the University authorities on such matters as may be referred to them by any authority of University.
- (v) To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and short-term training programmes referred to it.
- (vi) To plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Studies of other faculties.
- (vii) To go through and consider any other academic matter which may be referred to it for opinion.

**9. QUORUM:**

One third of the members of the Board of Studies shall form a quorum for a its meetings. The meeting of the Board of Studies will be arranged at least once in a year.

**10. JOINT MEETINGS:**

Whenever it is deemed necessary the Vice-Chancellor shall be competent to convene Joint Meetings of two or more Boards of Studies and the Vice Chancellor shall appoint the Chairman for any such meeting(s).

**11. OPINION BY CIRCULATION:**

The Vice-Chancellor may in urgent cases obtain the opinion of the Chairman of Board of Studies or of full Board of Studies by circulations of any proposal among them. Such opinion together with the action taken thereon shall be communicated to all the members.

**12. VALIDITY OF BOARD OF STUDIES MEETINGS:**

Proceedings of the Board of Studies meetings shall not be invalidated merely:

- (a) due to vacancies in Board of Studies.
- (b) due to non receipt of meeting notice by any member or members.
- (c) due to defective nomination of any member

**STATUTE No. 12****FACULTIES IN VARIOUS SYSTEM OF MEDICINE**

1. Short Title-This Statute may be called the Chirayu University, Bhopal. Madhya Pradesh Faculties in Various System of Medicine (Faculties of Medicine, Nursing, Paramedical and Allied Health Sciences) Statute, 2023

2. Definition.-In this statute, unless the context otherwise requires,

(a) "Statute" means the Statute under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;

(b) words and expressions used but not defined in this statute shall have the meaning as assigned to them in the Act.

3. There shall be all or any of the following Faculties, namely:

1. Faculty of Medicine

(a) For Group of Under Graduate Subjects

- i. Board of Studies in Pre-Clinical Medical Subjects
- ii. Board of Studies in Para-Clinical Medical subjects
- iii. Board of Studies in Clinical subjects (Medicine and Allied subjects)
- iv. Board of Studies in Clinical subjects (Surgery and Allied subjects)

(b) For Group of Post Graduate Subjects

- i. Board of Studies in Pre-Clinical Medical Subjects
- ii. Board of Studies in Para-Clinical Medical subjects
- iii. Board of Studies in Clinical subjects (Medicine and Allied subjects)
- iv. Board of Studies in Clinical subjects (Surgery and Allied subjects)

2. Faculty of Nursing sciences

- i. For Group of Under Graduate Subjects:
- ii. For Group of Post Graduate Subjects:

3. Faculty of Paramedical and Allied Health Sciences

- i. For Group of Under Graduate Subjects:
- ii. For Group of Post Graduate Subjects:

**STATUTE NO 13**  
**CONSTITUTION, POWERS AND DUTIES OF THE FACULTY**

1. **Short title.**-This Statute may be called the Chirayu University, Bhopal. Madhya Pradesh **Constitution, Powers and Duties of the Faculty Statute, 2023**

2. **Definition.**-In this statute, unless the context otherwise requires,(a)

"Statute" means the Statute under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;

(b) words and expressions used but not defined in this statute shall have the meaning as assigned to them in the Act.

3. Each faculty shall consist of the following members, namely:

(a) The Dean of the Faculty Chairman,

(b) Chairman of all the Boards of Studies for the subjects comprised in the Faculty,

(c) One Professor from each of the Department assigned to the Faculty from Constituent colleges by rotation preferably according to seniority,

(d) One Associate Professors and one Assistant Professors of constituent college of University, any of the subjects comprised in the Faculty, by rotation preferably according to seniority.

(g) One person assigned to the Faculty by the Academic council from amongst its members.

(h) Not more than two persons not connected with the University and having expert knowledge of the subject or subjects comprised in the Faculty nominated by the Vice Chancellor.

Provided that not more than one person representing any one department of the faculty shall be co-opted.

4. The Dean shall be appointed by the Chancellor on the recommendation of the Vice-Chancellor for a period of two years from amongst the professors of the University constituent college professors who are teachers in the said subject:

5. The Dean of each Faculty shall be the Executive Officer of that Faculty and shall preside at the meetings of the Faculty and shall be responsible for the smooth running of the Faculty. He shall be responsible for the due observance of the Statutes, the Ordinances and the Regulations relating to the Faculty and for the conduct and maintenance of standards of teaching and research.

6. The Dean shall have the right to be present and to speak at any meeting of any Boards of Studies of the Faculty but shall have no right to vote.



7. The Dean shall perform such other duties as may be directed by the Vice-Chancellor from time to time.

8. Each Faculty shall have the following powers, namely:

- (a) subject to the control of the Academic Council to organize, co-ordinate and regulate teaching and research activities of Departments assigned to the Faculty;
- (b) to approve the courses of studies for the different examinations in the Faculty proposed by the Boards of Studies and to remit matters to Board of Studies;
- (c) to recommend to the Academic Council the conditions for the award of degrees, diplomas and other distinctions including the scheme of examination for different degrees;
- (d) to deal with such other matters relating to the subjects within its purview as may be referred to it by the Academic Council or the Vice-Chancellor;
- (e) to hold meeting with the approval of the Vice-Chancellor jointly with any other Faculty or Faculties, such joint meetings to be convened and presided over by a Dean nominated by the Vice-Chancellor;
- (f) such other powers as may be assigned to it by the ordinances and regulation from time to time.

9. All members of the Faculty other than ex-officio members and the Dean shall hold office for a term of three years.

10. One-third of the total membership of the Faculty shall constitute a quorum.

**STATUTE NO. - 14****ANNUAL REPORT**

(Refer section 37 of the Adhiniyam)

**1. Short title and commencement;**

(a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh

**Annual Report, Statute 2023;**

(b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. Definitions; In this statute, unless the context otherwise requires;**

(a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,

(b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,

(c) "Section" means Section of the Adhiniyam;

(d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

**3. ANNUAL REPORT**

(a) The Annual report of the University shall be finalised by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfilment of the objectives.

(b) The Annual Report of the University shall cover the period from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June following and shall be presented before the Board of Management at its annual meeting held after the expiry of the said period.

(c) The annual report shall envisage the future expansion of University keeping in view that focus should continue to be in the areas of continuous learning, sharing of knowledge, also invest in building a highly technical and capable resource pool of skilled and professional talent.

4. Copies of the Annual Report of the University shall be circulated amongst the members of the Board of Management on or before the 31<sup>st</sup> of December, immediately following the

expiry of the period to which it relates or at east fifteen days before the date on which the annual meeting of the Board of Management, after the expiry of the said period is held, whichever is earlier.

5. The Board of Management shall, thereafter send a copy of the Annual Report to the the Member Secretary and Governing Body shall, ensure that the same is placed before the meeting of Governing Body for approval.

6. The Annual Report after the approval by Governing Body will be submitted to the Sponsoring Body.

7. A copy of Annual Report will also be presented to Visitor and Regulatory Commission.

### **STATUTE NO. -15 HONORARY DEGREE**

1. Short title and commencement;

(a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh

**Honorary Degree, Statute, 2023;**

(b) This shall come into force with effect from the date of Publication in the Official Gazette.

2. Definitions; In this statute, unless the context otherwise requires;

(a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007

(b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007

(c) "Section" means Section of the Adhiniyam;

(d) Words and expression used but not defined in this statute shall have the two meaning as assigned to them in the Adhiniyam.

3. The proposal for conferment of Honorary Degree may be made by the Academic Council. It shall be placed before a committee consisting of the Vice-Chancellor, a nominee of the Chancellor and the Dean of the Faculty concerned. On the Committee's recommendation that an honorary degree be conferred on any dignitary or specialist on the ground that he/she, in its opinion, a deserving and proper person to be honoured with such degree, its recommendation shall be placed before, the Academic Council. On approval by the Academic Council it shall be placed before the Board of Management.

4. On recommendation by the Board of Management, the same shall be submitted to the Governing Body for final approval.

**STATUTE NO. - 16****COMMITTEES / BOARDS, PANELS OF THE UNIVERSITY**

(Refer section 32 of the Adhinyam)

**1. Short title and commencement:**

(a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh

**Committees/Boards, Panels of the University, Statute, 2023**

(b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. Definitions; In this Statute, unless the context otherwise requires;**

(a) "Adhinyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 2007

(b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 2007

(c) "Section" means. Section of the Adhinyam;

(d) Words and expression used but not defined in this Statute shall have the meaning as assigned to them in the Adhinyam.

The Chancellor, Governing Body and Board of Management may constitute such committees, boards and panels with such terms of references as may be required for specific tasks to be performed by such committees and the constitution of such committees and their responsibilities shall be such as may be prescribed by constituting authorities and or the Statutes.

The following committees/boards shall however, stand constituted with the First Statutes and shall function with the powers as laid down below:

**(A) BUILDING AND PREMISES COMMITTEE:****(i) Constitution:**

There shall be a Building and Premises Committee comprising of the following:

(a) Chancellor or his nominee Ex Officio Chairperson.

(b) Vice Chancellor - Associate Chairperson

(c) One Representative of the Governing Body

(d) Head or representative of concerned Institution

(e) Chief Finance and Accounts Officer

(f) Registrar-Member Secretary

Note: Vice Chancellor may invite Engineering experts from Outside

(ii) **TENURE:**

Members, other than ex-officio members, shall hold office for period of three years.

(iii) **POWER AND DUTIES:**

The Building and Premises Committee shall;

(a) Advise the Board of Management on all matters relating to the construction of buildings, repairs, alterations, additions or maintenances to existing buildings, which, may consider necessary or urgent;

(b) Select and recommend land for purchase by the Planning Board;

(c) Accord technical sanctions to the detailed plans and estimates;

(d) Select scrutinize and recommend acceptance of tenders or offers or

(e) recommend expenditure incidental to the execution of each work subject to the allotment made for it by the Board of Management

(f) Make recommendations to the Board of Management about the order priorities in which work should be carried out;

(g) Recommend to the Board of Management the creation, temporary or otherwise of post/s of technical/ engineering staff.

(h) May appoint Sub-Committees for carrying out its directions.

(iv) **MEETINGS AND QUORUM:**

(a) Meetings of the Committee shall held minimum once in two months or be called as and when necessary by the Registrar as directed by the Vice Chancellor or otherwise also

(b) Three members of the Committee shall form a quorum.

**(B) LIBRARY COMMITTEE:**

(i) Constitution: There shall be a Library Committee for the management of the University Library and also other Libraries of the constituent institutions. It shall comprise:

(a) The Vice-Chancellor, as the Ex-Officio Chairperson;

(b) All Deans of Faculties; Ex-Officio

(c) Chief Librarian/Librarian of one of the constituent institutions to be nominated by Vice-Chancellor.

(d) The Registrar, - Member Secretary

(e) Chief Finance and Accounts Officer.

Note : Vice-Chancellor may invite two co-opted members from the concerned constituent institution/ as also subject experts from outside.

**(ii) TENURE:**

Members of the Library Committee, and the ex-officio members, shall hold office for a period of three years except for the librarians of Institutions whose tenure will be of one year.

**(ii) POWERS AND FUNCTIONS:**

The Library Committee shall be responsible for: the general administration and supervision of the library subject to the overall control of the Board of Management and -

(a) management and regulation of the financial aspects of Library and other Libraries of the University

(b) administration of Endowments for the University and other Libraries and proper utilization of budget grants for purchase of books and periodicals including e-books and e-magazines and for general purposes of the Library.

(c) Preparing the annual budget for the consideration of the Board of Management.

(d) allocation of funds for books/ reference books/periodicals and e-magazines, e-journals etc. for different subjects/ departments/ institutions.

(e) prescribing the procedure/basis for the selection of books and journals to be purchased.

(f) preparing the Annual Report for the consideration of Board of Management.

(g) prescribing rules/regulations for the use of Library books by teachers, research scholars and students of the constituent college of University.

(h) ensure maintaining of proper records of all the books, magazines, e-journals, categorize them into special, reference and others, and issuance thereof each member-wise and exercise effective supervision and control

(i) prescribing rules for the use of Library books by persons other than those included in sub-Para (h) above.

(j) maintain proforma records of caution money/security deposits, recommend special deposits considering value and replacement availability of special category and invariably ensure that NOC's are issued after due diligence by the staff of Library.

(k) coordinate and enter into arrangements for guide, explore, utilizations/access to other universities, Institutions for utilizations of their e-libraries including at foreign centres.

**(iv) MEETING AND QUORUM:**

(a) The Library Committee shall meet once in quarter.

(b) Meeting of the Library Committee shall be called by the Registrar, in consultation with the Vice-Chancellor.

(c) The Registrar shall give at least 10 days clear notice for the meeting. However an urgent meeting of the Committee may be convened on three days clear notice.

(d) The agenda of every meeting shall be sent with the notice to the members. Proposal/suggestion from any member received by the Registrar before the issue of the notice shall be included in the agenda.

(e) Three members will form quorum for the meeting.

**(C) SPORTS COMMITTEE:**

**(i) Constitution:**

For the purpose of promoting Sports and Physical Welfare including indoor games and athletics of the students there shall be a Sports a Committee, which shall comprise of:

(a) The Vice-Chancellor-Ex-Officio-Chairperson.

(b) The Registrar – Member Secretary

(c) One Principal/Dean/ of constituent institutions in rotation, to be nominated by the Vice-Chancellor

(d) Three teachers of the constituent institutions, one of whom shall be at least a lady teacher, to be nominated by the Vice-Chancellor- Members

(e) Two persons of whom at least one shall be from non-teaching staff appointed by the Governing Body Members.

(f) One Physical Training Instructors of constituent institutions, nominated by the Vice-Chancellor.- Members

(g) Vice Chancellor may call one special invitee member as per the necessity.

(i) One Sports Secretary of the constituent institutions by rotation - to be nominated by Vice-Chancellor.

**(ii) TENURE:**

Members of the Sports Committee shall hold office for two years.

**(iii) POWERS AND FUNCTIONS OF THE SPORTS COMMITTEE:**

- (a) Subject to overall control of Board of Management the Sports Committee shall initiate, organize, control, manage and supervise either by itself or through various sub-committees the inter-Collegiate Sports and
- (b) Tournaments and to Foster, undertake inter-University Competitions. The Sports Committee shall subject to the approval of the Board of Management frame and adopt all rules and ensure that these are followed by all the constituent institutions.
- (c) it shall decide whether the University shall participate in the Inter University competitions and prepare the estimate for the expenses involved in such participation subject to the overall budgetary limits laid down by the Board of Management.
- (d) In urgent cases Vice-Chancellor shall be authorized to approve participants and other matters pertaining to sports and physical education by either in consultation with Committee or otherwise.
- (e) The Committee shall perform following functions and have the powers: -
- (i) to appoint Organizing Committees, to conduct and arrange Inter University competitions/ events whenever required,
  - (ii) to conduct Inter-Collegiate Sports Tournaments/ Athletes Meets.
  - (iii) to appoint Selection Committees to select University teams for Inter-University Tournaments/Inter-collegiate competitions and others.
  - (iv) to prepare budget for approval of the Governing Body.
  - (v) To appoint Managers, Coaches and Captains for the teams participating in Inter-University Tournaments,
  - (vi) to propose disciplinary action against the players and college teams for violation of the sports rules, regulations and for misconduct either on the playground or outside/Inter-Collegiate competitions or bring disrepute to in the University.
  - (vii) to prepare Annual Report of the Sports activities,
  - (viii) to frame, modify or amend rules for the efficient control and carrying out the activities of sports and have them approved by Board of Management.



- (ix) to award Crest and Certificates or both to the players and competitors participating in Inter-University or Inter-Collegiate Tournaments,
- (x) to organize, physical training programmes in the constituent institutions and schools of studies or teaching departments of the University,
- (xi) to advise the Governing Body / Board of Management on all the matters connected with sports and games in the institutions, schools of studies and teaching departments, and development of internal Infrastructural facilities, equipment, adequate grounds, stadium and material for sports and practices and learning.
- (xii) to initiate such steps as may be necessary in due discharge of their responsibilities and enhancement of the University image and to perform such functions as may be assigned by the Governing Body/ Board of Management

(iv) MEETING AND QUORUM:

- (a) The Sports Committee shall meet ordinarily once in a year. The date for the meeting shall be fixed by the Secretary with the approval of the Vice-Chancellor.
- (b) In the absence of the Vice-Chancellor members present shall elect Chairperson who shall preside over the meeting.
- (c) 1/3 Members will form quorum for the meeting.

## STATUTE NO. - 17

## CONVOCATION

1. Short title and commencement;

(a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh

**Convocation Statute, 2023;**

(b) This shall come into force with effect from the date of Publication in the Official Gazette.

2. Definitions: In this Statute, unless the context otherwise requires;

(a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007

(b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007

(c) "Section" means Section of the Adhiniyam;

(d) Words and expression used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

3. The Degrees of the University including Honorary Degrees shall be conferred and such Postgraduate degrees, diplomas, certificates and medals and doctoral degree, in different disciplines as may be specified in this behalf by the Governing Body, shall be awarded at convocation of the University.

Provided that degrees may be conferred, and medals, diplomas and certificates may be awarded in absentia.

4. Convocations of the University shall be held for the purposes referred to in the foregoing Statutes on such date and at such time and place as may be fixed in this behalf by the Governing Body;

(i) Provided that the convocation shall be held every year generally in the month of August/September or any month as decided by the Chancellor.

(ii) At least one month's notice shall be given for holding convocation.

(iii) In the case of conferring honorary degrees a shorter notice with the approval of the Chancellor may be given for holding such special convocation.

5. The proceedings of convocation will be conducted as per the procedure enumerated in the University rules framed for this purpose.

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**STATUTE NO. - 18****ADMISSION POLICY INCLUDING RESERVATION OF SEATS**

1. Short title and commencement;

(a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh

**Admission Policy including Reservation of Seats Statute, 2023;**

(b) This shall come into force with effect from the date of Publication in the Official Gazette.:

2. Definitions: In this Statute, unless the context otherwise requires;

(a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007

(b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007

(c) "Section" means Section of the Adhiniyam;

(d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

3. ADMISSIONS:

(a) Admission in the University shall be made strictly on the basis of the merit;

(b) Merit for admission in the University may be determined

a. either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities

or

b. "The Admission in Medical, Nursing and Paramedical other courses related to Medical Education Health Sciences shall be made according to the direction issued by the Medical Education deptt. Govt. of M.P., NMC, INC, Paramedical Council and other regulatory bodies from time to time"

4. ADMISSION COMMITTEE

The admission in the constituent college will be made by respective Heads of Institutions duly assisted by the Admission Committee strictly in accordance to the norms of the applicable Statutory Bodies and Authorities.

5. RESERVATION OF SEATS:

Seats for admission in the university for the students, belonging to scheduled castes, scheduled tribes; other backward classes, women, handicapped students, children of defence personnel and other specified categories shall be reserved primarily as per the policy of State Government and as applicable.

**STATUTE NO. - 19**  
**HR SELECTION COMMITTEE**

1. Short title and commencement;

(a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh

**HR Selection Committee, Statute, 2023;**

(b) This shall come into force with effect from the date of Publication in the Official Gazette

2. Definitions; In this statute, unless the context otherwise requires;

(a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 2007

(b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 2007

(c) "Section" means Section of the Adhiniyam;

(d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

**HR SELECTION COMMITTEE:**

(1) There shall be a HR Selection Committee for selection of personnel for appointment of various posts/cadres of University.

(ii) There shall be separate Committee for selection of the following categories:

(a) posts of Deans/Principals of an Institution

(b) posts of Professors, Associate Professors, Readers and Assistant Professors/  
Lecturers

(c) Posts of Residents/Tutors/Demonstrator/ Research Fellows

(d) non-teaching (Paramedical, Nursing, technical and other posts non-technical),  
administrative/accounts

(iii) The Committee for each of the above categories shall be as follows:

**(a) For selection of Dean/Principal of the Institution:**

**Composition of Committee:**

(i) Chancellor or his/her nominee from amongst the Governing Body members -  
Chairperson

(ii) Vice-Chancellor- Vice-Chairperson

(iii) Nominee of Sponsoring Body - Member

(iv) Two subject expert shall be nominated by the Chancellor.

(v) Registrar - Member Secretary

**(b) For selection of Professors, Associate Professor, Readers and Assistant Professors/  
Lecturers;**

**Composition of Committee:**

(i) Vice Chancellor or his/her nominee - Chairperson.

(ii) Dean/Principal of the concerned institute: Member

(iii) Two external Experts from the other University, to be nominated by the Chancellor:  
Member

(iv) Head of the Department of the concerned subject

(v) Registrar - Member Secretary

**(c) For Selection of Residents/Tutors/Demonstrators:**

**Composition of Committee:**

(i) Vice-Chancellor or his/her nominee - Chairperson

(ii) Dean/Principal or his/her nominee of concerned institute Member

(iii) One External Expert from the other University, to be nominated by Chancellor: Member

(iv) Head of the Department of the concerned subject

(v) Registrar - Member Secretary

**(d) For Selection of Non-Teaching (Technical and Non-Technical)**

**Composition of Committee:**

(i) Nominee of the Vice-Chancellor -Chairperson

(ii) Dean/Principal or his/her nominee: Member

(iii) The Registrar: Member Secretary

(a) All appointments of Dean/Principal/Director, Professor, Readers and Asstt.

Professor will be made once these are approved by the Governing Body based on the recommendation by the Selection Committee through Vice-Chancellor.

(b) For all other course the recommendation of Selection Committee shall be approved by the Vice-Chancellor.

- (c) On approval of Selection of personnel the appointment order shall be issued by the Registrar or Dean / Principal of Constituent Medical College or HR or any other person authorized by Vice Chancellor.
- (d) Selection Committees may be constituted as and when required.
- (iv) (a) Vacancies for the posts of cadres above the reader shall be notified in minimum two newspapers of wide circulation.
- (b) Vacancies for other cadres shall be notified through website and institutional notice boards and or newspapers.
- (c) Selection may be based on written test (if considered necessary), Personal interview/online interview and or any other method.
- (v) Faculty Member or non teaching staff already among in the constituent institution may be absorbed in the University on the approval of Governing Body based as follows:  
the recommendation of the Screening Committee which will be as
- (i) Vice Chancellor: Chairperson.
- (ii) Dean/Principal of the concerned institute: Member
- (iii) Two Experts, to be nominated by the Vice-Chancellor : Member
- (iv) Registrar: Member Secretary
- (vi) The University may offer faculty members/Non teaching staff directly subject to the approval of Governing Body.
- (vii) The faculty member will be appointed as per the qualifications prescribed by Regulatory Councils and as per norms of UGC and shall be entitled for pay scales and other benefits as applicable.

## STATUTE NO- 20

**QUALIFICATIONS OF PROFESSORS, ASSOCIATE PROFESSORS, ASSISTANT PROFESSORS, AND OTHER TEACHERS IN CONSTITUENT COLLEGES OF UNIVERSITY**

1. **Short title.**-This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh **Qualifications of Professors, Associate Professors, Assistant Professors, and Other Teachers in Constituent Colleges of University, Statute, 2023.**

2. **Definition.** In this statute, unless the context otherwise requires,

(a) "Statute" means the Statute under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007.

(b) words and expressions used but not defined in this statute shall have the meaning as assigned to them in the Act.

3. The qualification of teachers including Principal/Dean in constituent colleges shall be such as prescribed by the All India / State Regulatory Council of Health Science Education in concerned Faculty. It should be noted that University can propose higher standards of Health Science Education, from time to time against the minimum standards laid down by the All India / State Regulatory Council of concerned Faculty for Health Science Education.

4. Notwithstanding anything contained in this Statute a teacher of any category other than Principal in any Faculty appointed in accordance with the provisions of the Statutes/Ordinance of any University prior the date of coming into force of this statutes shall be entitled to continue as a teacher in the concerned category.

## STATUTE NO- 21

**ADMINISTRATION OF ENDOWMENTS AND THE STUDENTSHIPS,  
EXHIBITIONS, INSTITUTION OF FELLOWSHIPS, SCHOLARSHIP, BURSARIES,  
MEDALS, PRIZES AND OTHER AWARDS**

1. **Short title.**-This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh **Administration of Endowments and the Studentships, Exhibitions, Institution of Fellowships, Scholarship, Bursaries, Medals, Prizes and of Other Awards Statute, 2023.**

2. **Definition.**-In this statute, unless the context otherwise requires,

(a) "Statute" means the Statute under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avarn Sanchalan) Adhiniyam, 2007.

(b) words and expressions used but not defined in this statute shall have the meaning as assigned to them in the Act.

3. The Board of Management shall keep administration of all endowments.

(1) The Board of Management may accept donations for the creation of an endowment for the award of fellowships, scholarships, studentship, exhibitions bursaries, medals and other awards of a recurring character.

(2) All offers of bequests, donations and endowments and prizes shall be accepted as per the rules framed for this purpose from time to time by the Board of Management.

(3) The value of the endowment is necessary for instituting the award shall be prescribed by the Board of Management, but the amount of donation shall not be less than Rs. 100,000/-

(4) In case of each endowment accepted by the Board of Management, the Board of Management shall make a Regulation giving the name of the donor, initial value and purpose of the endowment.

(5) The Academic Council shall prescribe the conditions of award after consulting the donor and attention shall be given to his/her wishes as far as possible.

4. All accepted donations/ endowments shall be secured by investment in securities described in property in India. Money received the Indian Trusts Act, 1882 (No. 1 of 1882), or in immovable in cash shall be invested in any of the securities referred to above or in fixed deposits in a Scheduled Bank, as defined in the Reserve Bank of India Act, 1934 (No. 2 of 1934), so as to receive maximum interest, at the discretion of the Board of Management.

5. The award shall be made out of the annual income accruing from the endowment. Any unspent balance or surplus which may accumulate from the prize not being awarded during any year or the unspent balance accumulating for any other reason, shall be added to the corpus of the endowment.



6. Gold medals shall be awarded every year, having emblem of the University along with appropriate cash prize wherever possible.
7. The University shall not accept any endowments that restrict the benefits of that endowment to any particular caste, creed or community. (Exception to this endowments shall be accepted for general weaker sections such as women and backward classes).
8. The annual realization from the endowments or donation shall be subject to a deduction of 10% as of administrative charges.
9. No candidate shall be eligible for any Fellowship, Prize, Medal or other Awards, who presents himself for the examination to which the award relates, more than two years after the expiry of minimum period prescribed by the regulation governing that examination. The computation of the period for the purposes of this regulation shall begin from the date of the passing of lower examination which qualifies the candidate to enter in the course for higher examination.
10. The name of the candidate to whom the prize is awarded shall be declared and intimated to the donor.
11. If an endowment is accepted to institute a prize/medal for a particular educational programme and if the University decides to modify, change or delete that programme, the University shall use that endowment to institute a prize for some other programme, with the permission of the Donor.
12. The University shall take a review of all endowments after every four years and may change the amount of the prize of those endowments the corpus fund of which has grown and other allied matters. A committee consisting of the following may be formed for this purpose.
  - (a) Vice- Chancellor - Chairperson
  - (b) One member nominated by Board of Management
  - (c) Registrar
  - (d) Chief Finance and Accounts Officer
  - (e) Controller of Examinations
13. The person or the Institutions or the Trust who gives the donations and endowments shall be entitled for the tax exemption as per Rules of Government of India from time to time.

## STATUTE No. - 22

## PROVISION REGARDING NUMBER OF SEATS IN DIFFERENT COURSES

**1- SHORT TITLE AND COMMENCEMENT:**

- a) This Statute may be called the Chirayu University, Bhopal, Madhya Pradesh  
Provision Regarding Number of Seats in Different Courses, Statute 2023
- b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS;** In this statute, unless the context otherwise requires;

- a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- b) "Statute" means the Statute made under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- c) "Section" means Section of the Adhiniyam;
- d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**1. Chirayu Medical College and Hospital, Bhopal**

MBBS - Bachelor of Medicine Bachelor of Surgery - 250

## Post Graduate Degree in

- Anatomy (MD) - 02
- Physiology (MD) - 02
- Biochemistry (MD) - 02
- Pharmacology (MD) - 02
- Pathology (MD) - 08
- Microbiology (MD) - 02
- Community Medicine (MD) - 04
- General Medicine (MD) - 08
- Psychiatry (MD) - 03
- Dermatology, Venerology and Leprosy (MD) - 03
- Paediatrics (MD) - 04
- General Surgery (MS) - 05
- Otorhinolaryngology (MS) - 02
- Ophthalmology (MS) - 02
- Anaesthesia (MD) - 06
- Obstetrics and Gynaecology (MS) - 03
- Orthopaedics (MS) - 04
- Radio-Diagnosis (MD) - 04
- Radio-Oncology (MD) - 02
- Emergency Medicine (MD) - 01

**2 . Chirayu College of Nursing, Bhopal**

B.Sc.-Nursing	- 100
Post Basic B.Sc. – Nursing	- 50
M.Sc. in Nursing	- 25

**3 . Chirayu Paramedical College, Bhopal**

MMLT (Biochemistry)	- 05
MMLT (Histopathology)	- 05
MMLT (Microbiology)	- 05
MMLT (Hematology)	- 05
BMLT	- 50
B. Sc. X-Ray Degree	- 20
Bachelor in Physiotherapy	- 50
Bachelor in Human Nutrition (BHN)	- 25
Bachelor of Occupational Therapy (BOT)	- 25
Diploma in Cath Lab Technician	- 15
Diploma in Dialysis Technician	- 10
DMLT	- 30
Diploma in X-Ray Radiographer Technician	- 05
Diploma in Anaesthesia Technician	- 15
Diploma in Perfusionist Cardiac	
Surgery Technician	- 05
Diploma in Optometry and Refraction	- 15

- Any other Courses added by Academic Council from time to time.
- Seats shall be decided by the board of Management from time to time subject to approval has been taken if applicable of the concerning regulatory authority of the state government and/or Central Government as the case may be.

**STATUTE - 23**  
**GRIEVANCE COMMITTEE**

1. **Short title.**-This Statute may be called the CHIRAYU UNIVERSITY, BHOPAL **Grievance Committee statute, 2023.**
2. **Definition.**- In this statute, unless the context otherwise requires,(a)
  - a) "Statute" means the Statute under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
  - b) (b) "words and expressions used but not defined in this statute shall have the meaning as assigned to them in the Act.
3. There shall be a Grievances Committee in the University to deal with the grievances of teachers and other employees of the University, Colleges, Institutions and recognised Institutions and to hear and settle grievances as far as may be practicable within six months, and the committee shall make a report to the Board of Management.
4. It shall be lawful for the Grievances Committee to entertain and consider grievances or complaints and report to the Board of Management for taking such action as it deems fit and the decisions of the Board of Management on such report shall be final.
5. The Grievances Committee shall consist of the following members, namely :
  - (1) Vice-Chancellor-Chairperson;
  - (2) Two members of the Board of management nominated by the Board of Members.
  - (3) Dean / Principle of Constituent College for the matter concerned.
  - (4) The Registrar -Member Secretary
6. Three members will form quorum for the meeting.
7. The Registrar shall have no right to vote.

**STATUTE - 24**

**RESIDUAL PROVISION**

1. In case of any dispute/difference of interpretation of provisions made in the Statutes, the decision of the Chancellor in board conformity with Act 2007, as amended from time to time shall be final.
2. Notwithstanding anything stated in this Statute, for any unforeseen issues arising or not covered by this Statute or in the event of differences of interpretation, the Chancellor may take a decision, with the approval of the representative of the Sponsoring Body.